

EXPERIENTIAL LEARNING JOB- RELATED LEARNING OBJECTIVES

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| QUARTER/YEAR: | ☐ Fall | Winter | Spring | Summer | Date | | | | | |
|--|--|--------------------|-------------|-----------------------------|------|--|--|--|--|--|
| | | | | | | | | | | |
| Student | | Company/Agency | or Employer | Coordinator/Work Supervisor | | | | | | |
| LEARNING OBJECTIVE 1: | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | |
| virial are you planning to achieve: | | | | | | | | | | |
| Why are you going to achieve this? | | | | | | | | | | |
| | | | | | | | | | | |
| How do you intend to accomplish this? | | | | | | | | | | |
| How will completion of the objective be measured? | | | | | | | | | | |
| Thow will completion of the objective be measured? | | | | | | | | | | |
| When are you going to complete this objective? | | | | | | | | | | |
| Final format | | | | | | | | | | |
| | | | | | | | | | | |
| LEARNING OBJECTIVE 2: | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | |
| | | | | | | | | | | |
| Why are you going to achieve this? | | | | | | | | | | |
| | | | | | | | | | | |
| How do you inte | How do you intend to accomplish this? | | | | | | | | | |
| | | | | | | | | | | |
| How will completion of the objective be measured? | | | | | | | | | | |
| When ore you a | oing to complet | to this objective? | | | | | | | | |
| | When are you going to complete this objective? | | | | | | | | | |
| Final format | | | | | | | | | | |
| I EADNING OR | IECTIVE 2. | | | | | | | | | |
| LEARNING OBJECTIVE 3: | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | |
| | | | | | | | | | | |
| Why are you going to achieve this? | | | | | | | | | | |
| | | | | | | | | | | |
| How do you intend to accomplish this? | | | | | | | | | | |
| | | | | | | | | | | |
| How will completion of the objective be measured? | | | | | | | | | | |
| | | | | | | | | | | |
| When are you going to complete this objective? | | | | | | | | | | |
| Final format | | | | | | | | | | |
| | | | | | | | | | | |

CCS 3115 (Rev. 12/12)

Marketing and Public Relations

DIRECTIONS FOR WRITING EXPERIENTIAL LEARNING JOB-RELATED LEARNING OBJECTIVES

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. Learning objectives must be established by the student and direct supervisor together.

A learning objective is specific—measurable—limited to a single definite result—with a completion date.

For each objective, you should be able to answer the following questions:

What are you planning to achieve?

Why are you going to achieve this?

How do you intend to accomplish this?

How will completion of the objective be measured?

When are you going to complete this objective?

EXAMPLE:

What are you planning to achieve? To use the computer

Why are you going to achieve this? Because all student information is recorded on the computer. To perform my job thoroughly and accurately.

How do you intend to accomplish this? By following handbook instructions and inputting information several times a week.

How will completion of the objective be measured? By demonstrating to my supervisor that I can correctly record all types

of student information according to the handbook and my supervisor's specifications.

When are you going to complete this objective? By May 1

Once you have answered these questions, you are ready to write the objective in its final form. A correctly written objective begins with "to" and is followed by an action word (see list), description, measurement and completion date.

FINAL FORMAT:

To record student information on the computer according to the handbook and supervisor's specifications May 1.

(action word) (description) (measurement) (completion date)

| ACTION WORD LIST | | | | | | | |
|--|-------------|-------------|-------------|-----------|--|--|--|
| The following action words are suitable for use in many different learning objectives: | | | | | | | |
| activate | complete | establish | perform | revise | | | |
| adjust | compose | estimate | plan | rewrite | | | |
| analyze | compute | evaluate | prepare | select | | | |
| arrange | conduct | explain | reconstruct | separate | | | |
| articulate | construct | illustrate | recruit | simplify | | | |
| assemble | convert | implement | reduce | structure | | | |
| assist | coordinate | improve | remove | summarize | | | |
| build | decrease | increase | reorganize | supervise | | | |
| calculate | define | introduce | repair | survey | | | |
| categorize | demonstrate | investigate | replace | train | | | |
| change | describe | limit | report | translate | | | |
| collect | design | list | reproduce | transfer | | | |
| combine | develop | maintain | research | update | | | |
| compare | direct | modify | restructure | verbalize | | | |

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