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| F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS-logoweb.png | | | | EXPERIENTIAL LEARNING JOB-RELATED LEARNING OBJECTIVES | | | | | | | | | | **Spokane Community College** Experiential Learning Office MS 2063 1810 N Greene St  Spokane WA 99217-5399  509-533-7249  FAX 509-533-8681 | | | |
|  | | | | | | | | | | | | | | | | | |
| QUARTER/YEAR: | | | Fall | |  | | | Winter |  | Spring |  | Summer | | |  | Date |  |
|  | | | | | |  | | | | | | |  | | | | |
| Student | | | | | | | Company/Agency or Employer | | | | | | Coordinator/Work Supervisor | | | | |
| **LEARNING OBJECTIVE 1:** | | | | | | | | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | | | | | | | | |
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| Why are you going to achieve this? | | | | | | | | | | | | | | | | | |
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| How do you intend to accomplish this? | | | | | | | | | | | | | | | | | |
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| How will completion of the objective be measured? | | | | | | | | | | | | | | | | | |
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| When are you going to complete this objective? | | | | | | | | | | | | | | | | | |
| Final format |  | | | | | | | | | | | | | | | | |
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| **LEARNING OBJECTIVE 2:** | | | | | | | | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | | | | | | | | |
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| Why are you going to achieve this? | | | | | | | | | | | | | | | | | |
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| How do you intend to accomplish this? | | | | | | | | | | | | | | | | | |
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| How will completion of the objective be measured? | | | | | | | | | | | | | | | | | |
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| When are you going to complete this objective? | | | | | | | | | | | | | | | | | |
| Final format | |  | | | | | | | | | | | | | | | |
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| **LEARNING OBJECTIVE 3:** | | | | | | | | | | | | | | | | | |
| What are you planning to achieve? | | | | | | | | | | | | | | | | | |
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| Why are you going to achieve this? | | | | | | | | | | | | | | | | | |
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| How do you intend to accomplish this? | | | | | | | | | | | | | | | | | |
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| How will completion of the objective be measured? | | | | | | | | | | | | | | | | | |
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| When are you going to complete this objective? | | | | | | | | | | | | | | | | | |
| Final format | |  | | | | | | | | | | | | | | | |
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| 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  adjust  analyze  arrange  articulate  assemble  assist  build  calculate  categorize  change  collect  combine  compare | complete  compose  compute  conduct  construct  convert  coordinate  decrease  define  demonstrate  describe  design  develop  direct | | | | | establish  estimate  evaluate  explain  illustrate  implement  improve  increase  introduce  investigate  limit  list  maintain  modify | perform  plan  prepare  reconstruct  recruit  reduce  remove  reorganize  repair  replace  report  reproduce  research  restructure | revise  rewrite  select  separate  simplify  structure  summarize  supervise  survey  train  translate  transfer  update  verbalize |