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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 StSpokane WA 99217-5399509-533-7249FAX 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?       |
|  |
| 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 |       |
|  |
| **LEARNING OBJECTIVE 2:** |
| 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 |       |
|  |
| **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 |       |
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| DIRECTIONS FOR WRITING EXPERIENTIAL LEARNINGJOB-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: |
| activateadjustanalyzearrangearticulateassembleassistbuildcalculatecategorizechangecollectcombinecompare | completecomposecomputeconductconstructconvertcoordinatedecreasedefinedemonstratedescribedesigndevelopdirect | establishestimateevaluateexplainillustrateimplementimproveincreaseintroduceinvestigatelimitlistmaintainmodify | performplanpreparereconstructrecruitreduceremovereorganizerepairreplacereportreproduceresearchrestructure | reviserewriteselectseparatesimplifystructuresummarizesupervisesurveytraintranslatetransferupdateverbalize |