

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



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EXPERIENTIAL LEARNING JOB-RELATED LEARNING OBJECTIVES

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 _____

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