

LEARNING OBJECTIVES TIPS

Michael McDonald

Resources/Activities Options & Ideas:

What on-the-job training, experiences, projects and/or activities will directly support your learning objective(s)?

- * Orientation
- * Training sessions (internal & external)
- * Work projects/activities
- * Experiences in other departments within the organization
- * Attend meetings within the organization (staff, team, department, board)
- * Site visits to other organizations
- * Attendance at meetings, conferences, professional organizations
- * Shadow or observe other professionals

What kinds of reading can college faculty, Internship advisor(s), work site supervisor and/or colleagues recommend to you?

- * Professional Journals; Literature; Articles
- * Discipline-related Literature (Textbooks; periodicals; articles; etc.)
- * Career-Development resources (library, software info)
- * View of Work (current & future trends)

Other “activities/resources” ideas could include:

- * Internet resources; literature searches; information
- * Research
- * Information interviews w/ professionals and/or co-workers
- * Career Development inventories (personality, interests, values, etc.)
- * Career Development workshops (resume, interviewing, job-hunting)
- * Videotapes
- * Journaling/Reflective Writing - react in writing to experiences/activities
- * Critical Incident Analysis
- * Contact professional associations
- * Seek professional mentor; develop relationship
- * Compare class concepts with workplace experiences
- * Discussions with peers
- * Discussions with faculty advisor
- * Regular meetings with worksite supervisor
- * Case study
- * Biographies/Autobiography
- * Comparative Studies
- * Look for model/excellent work samples
- * Maintain working portfolio
- * Attend lectures/presentations

~ Over ~

LEARNING OBJECTIVES TIPS

Michael McDonald

Documentation/Verification

Artifacts or Work Samples:

Agendas
Audiotapes
Brochures
Budgets
Case Notes
Contracts
Correspondence
Cost analyses
Demonstrations
Designs/Artwork
Displays & Exhibits
Documentation
Financial Reports
Flyers
Lab Reports

Legislation
Manuals (you have created)
Newsletters
Newspaper Clippings
Photographs
Posters
Press Releases
Print-outs
Program Outlines
Proposals
Software Presentations
Survey Reports
Videotapes
Webpage Designs

Attestations:

Articles (about you)
Certificates
Citations & Awards
Commendations

Evaluations
Pictures (of You)
References
Thank You Notes (sent to you)

Academic and Misc. Samples/Items:

Annotated Bibliography
Career Inventories
Case Study
Journaling (*summary* of sections – beginning, mid-point and end of experience)
Idea File/Listing
Information Interview
Notes (*summary* of them)
Presentation Notes
Reading Reviews/Reactions
Reflective Commentary/Essay
Research Paper
Resume