

If you are participating in a Work-Based Learning experience with your current/recent employer and have worked there for 6 months or more, complete Sections 1 & 2.

If you are participating in a Work-Based Learning experience for the first time or with a new employer, please complete section 2.

Section 1: Briefly describe what your current job duties were before starting the Work-Based Learning experience. *(To receive credit for this class, your job duties and Work-Based Learning objectives must be different.)*

Section 2: The Measurable Learning Objectives (MLOs) must be new skills that you will accomplish during your Work-Based Learning experience.

Please refer to the MLO Instruction Sheet (attached) for directions on writing your Measurable Learning Objectives. Broad, general statements will not be accepted by your Faculty Coordinator.

Your MLOs should be determined by the first week of the work experience as a joint effort between you, your Faculty Coordinator, and site Supervisor. All parties must sign and date below. Please turn this worksheet in to your Faculty Coordinator as soon as it is completed and signed.

By the end of the semester, I will complete the following objectives, as evaluated by my supervisor:

1.

2.

3.

Student Signature

Student Name (Printed)

Date

Site Supervisor Signature

Site Supervisor Name (Printed)

Date

Faculty Coordinator Signature

Faculty Coordinator (Printed)

Date

MLO Instruction Sheet

What are Measurable Learning Objectives (MLO)?

Measurable Learning Objectives (MLOs) are goals you set to accomplish during your WBL experience by the end of the semester. You and the site supervisor should agree on the MLOs for the work period. The MLOs must be directly related to your field of study and enhance your creativity, problem solving, communication, and technical skills, as well as, personal improvement. Your WBL Faculty Coordinator and the Site Supervisor at your place of employment must approve your MLOs for the semester.

Learning objectives are used to assess the extent and value of the Work-Based Learning experience. Employers will be asked to evaluate students' progress on completing their MLOs by the midpoint of the semester and the percentage completed at the conclusion of the semester. Check with your WBL Faculty Coordinator for a list of specific MLOs within your program of study.

Writing MLO Guidelines

Think of writing MLOs as writing smart goals- they should be specific, measurable, achievable, results-based and time-sensitive. Because your employer will be asked to evaluate your progress on completing these goals at the midpoint and conclusion of the semester, it's important that you write measurable objectives that you will be able to accomplish in a semester. Broad, general statements will not be accepted by your Faculty Coordinator.

The MLO statement contains four (4) major components to form a single sentence. The components are:

1. **Activity**- the desired outcome or expected achievement. Use **action** words such as:
Demonstrate Describe Develop Draw Design
Discuss Operate Perform Summarize Increase
2. **Projection**- the proposed level of accomplished (expressed numerically whenever possible)
3. **Time Frame**- the expected completion date-midpoint
4. **Assessment**- the stated method of measurement. (evaluated by _____)

Format of well written MLOs:

By (date), I will *perform* two managerial activities of day-to-day operations (Activity) while job shadowing my director (Projection) to the satisfaction of my supervisor (Assessment).

By (date), I will *plan* and *implement* two socially interactive activities with staff (Activity) to promote teamwork on a weekly basis (Projection).

By (date), I will *increase* my typing speed (Activity) from 50 to 60 wpm while maintaining or decreasing my present error rate (Projection) as judged by my supervisor (Assessment).