# SPECIFIC LEARNING OUTCOMES

Specific Learning Outcomes are a set of statements that clearly and precisely describe what the student intends to accomplish during the internship.

Why have learning outcomes in the internship program?

Internships are a part of HCC’s academic curriculum, linked to specific program majors. Academic credit is earned, not for working, but for application of learning. New learning takes place as a result of working. Learning outcomes established performance targets and assist you in evaluating achievement.

How do I develop and write learning outcomes?

Start by carefully reviewing the internship with the Work Site Supervisor, identifying areas in which the student can:

* Gain new skills
* Increase knowledge
* Improve attitude or behaviors

It is important that the student:

* Make the outcomes as specific as possible and avoid broad general statements.
* Confine the outcomes to those, which can be accomplished during a single semester.

Each learning outcome should contain three kinds of information:

* A statement of what the student can expect to achieve through the work experience.
* An indication of the level of achievement, which the student can expect to obtain. A clear statement of expected level of achievement reduces the effect of personal option and provides the basis for an outcome evaluation.
* Identification of the method of evaluation to be used, for example, “as judged by my supervisor”.

*Note: A description of job duties does not constitute a learning outcome. Each learning outcome must indicate some definite change that will occur during this semester as a result of the student’s work.*

# LEARNING OUTCOMES WORKSHEET

Below are some examples of job-related outcomes. In the first column, you will see an “Internship Job Function”. In the second column, the Internship Job Function is converted to a Learning Outcome that meets the three requirement described above.

|  |  |  |
| --- | --- | --- |
| Internship Job Function/Project | Learning Outcomes/Activities | Resources/Training |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# SAMPLE LEARNING OUTCOMES WORKSHEET

Below are some examples of job-related outcomes. In the first column, you will see an “Internship Job Function”. In the second column, the Internship Job Function is converted to a Learning Outcome that meets the three requirement described above.

|  |  |  |
| --- | --- | --- |
| Internship Job Function/Project | Learning Outcomes/Activities | Resources/Training |
| Process accounts payable transactions using a voucher system, creating approval for cash disbursement. | By the end of the semester I will process 40 accounts payable transactions on a daily basis. This will be evaluated by my supervisor daily and during the last week of my internship experience by reviewing the completed vouchers. | Accounts receivable desk |
| Pass various instruments to another. | By the end of the semester, I will use a safe and decisive manner in “slapping” the following five instruments in the palm of another student or HCC supervisor: scalpel, clamp. Scissors, tissue forceps, and retractor. This will be evaluated by my supervisor. | Training Manual |
| Construct and operate databases. | By the end of the semester, I will have created a database that will allow users to access materials from the Battlefield’s Visitor Center. The database will be evaluated by my Internship Site Supervisor. | SeminarTraining Manual/ Textbook |
|  |  |  |

# FINAL SPECIFIC LEARNING OUTCOMES

**Semester/Year:**

|  |
| --- |
| **Outcome 1:** |
| **Outcome 2:** |
| **Outcome 3:** |
| **Outcome 4:** |

The learning outcomes contract must be formulated and signed prior to the start of your internship.

# Signatures:

I agree to accept responsibility for achieving the learning outcomes:

Student Signature Date

I agree that the learning outcomes are suitable to the student’s internship experience:

Site Supervisor Signature Date

Faculty Supervisor Signature Date

Division Director Signature Date