

## **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 opinion 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.

<i>Internship Job Function/Project</i>		

## 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.

<b>Internship Job Function/Project</b>	<b>Learning Outcomes/Activities</b>	<b>Resources/Training</b>
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.	Seminar Training Manual/ Textbook

## FINAL SPECIFIC LEARNING OUTCOMES

Semester/Year: \_\_\_\_\_ Student ID: \_\_\_\_\_

<b>Outcome 1:</b>
<b>Outcome 2:</b>
<b>Outcome 3:</b>
<b>Outcome 4:</b>

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