

Assignments

Time sheets

Hours should be recorded on a daily basis and approved by your agency supervisor. You must submit your updated timesheet weekly with your journal.

Journal

You are required to keep a journal of your external learning experience. You must submit weekly journal entries to me via email. Each journal entry should be at least three paragraphs. Reflect on your week of work, your progress, challenges faced, your contributions, goals for the upcoming week, and what comes next for you.

Final critical reflection paper (This assignment was taken from Ash, S.L., Clayton, P.H., & Moses, M.G. (2007). Learning Through Critical Reflection: A Tutorial for Service-Learning Students.)

Answer the following questions to complete a final critical reflection to your external learning experience. You may use pieces of your previous journal reflections to complete this report. However, you will need to add further original writing to answer all questions.

Please attach your completed critical reflection paper **by 5PM on the last day of academic courses for the semester** to Moodle site.

Note: Your critical reflection paper must be typed and double-spaced. A copy of this report will be retained in departmental files. The reports should be a minimum of five and a maximum of ten typed pages in length.

1. In 1-2 sentences, give a brief overview of your external learning experience. Include the names of individuals and organization with whom you worked and the overarching goal(s) of the organization. (You can refer to your completed Memorandum of Agreement form)
2. What were the objectives of your project - what were you trying to accomplish in your work experience? (You can refer to your completed Memorandum of Agreement form)
3. Did you meet your objectives? If yes, how so? If not, why not? Did you add new objectives or change the old ones? If yes, how so and why?
4. What specific types of activities did you do? What new techniques or skills did you learn? (e.g., computer, communication, etc.) How did your level of expertise increase during the experience?

5. How do you see this experience affecting your career? Are you now more or less sure about what you want to do? Single out specific instances that were especially significant, interesting, rewarding, affecting. In what ways have you grown personally and professionally?

6. How will the personal strengths that served you best in your activities help you in the future (personally, academically, interpersonally, professionally, etc.)? How successful were you in improving upon the weaknesses you identified earlier in the semester, and how do you think that improvement will help you in the future

**PRT 292- External Learning Experience
Memorandum of Agreement**

Student _____

ID# _____ Major _____

Local Address _____

Phone (_____) _____ E-mail _____

Faculty Advisor _____

Employer/Supervisor (name and location or address) _____

Phone (_____) _____ E-mail _____

Semester for Registration _____ (Semester) _____ (Year)

Course Instructor: _____

We, the undersigned, agree to conform to the program guidelines and with this Memorandum of Agreement:

Signed _____
Student Date

Signed _____
Supervisor* Date

Signed _____
Course Instructor Date

*** Please sign this form only when the 1 - 2 page description of expected experiences is attached.**

Please attach a typed 1-2 page description of your expected experiences, while addressing the following statements and questions:

1. Briefly describe the individual/organization with whom you will be working.
 - Individual: Background experience and education and current responsibilities
 - Organization: Goals, objectives, population being served (if applicable)
2. Briefly describe your individual project.
 - Define the objectives of your project. Why are you doing what you are doing and what is the end goal?
 - Describe your specific role in meeting your project objectives, including decision-making responsibilities.
 - In what ways will you be able to use your academic experiences to meet the objectives of your individual project?
 - Briefly describe your work environment.
 - What is your start and end date? How many hours do you expect to be working each week?