

Learning Contract Sample (a Social Services position used, can be adapted)

Learning Objectives (What do I intend to learn?)	Activities (How will I accomplish the objectives?)	Evaluation (How will I know if I achieved the objectives?)
<p>Skill objectives describe things you want to learn to do. Examples:</p> <ul style="list-style-type: none"> • Learn basic crisis intervention skills • Improve group facilitation skills <p>Personal growth & development objectives involve ways in which you hope to grow and change as a person. Examples:</p> <ul style="list-style-type: none"> • Explore ways to better organize my time and become a more efficient employee • Learn to be more assertive • Learn what is appropriate professional behavior <p>Career development objectives focus on identifying tasks or skills that will help you grow professionally and clarify your career goals. Examples:</p> <ul style="list-style-type: none"> • Determine if I enjoy working in a small office environment • Gain exposure to the field of Social Services and determine if I have an interest to pursue a career in that field 	<p>Describe specific actions, tasks, and work assignments that will allow you to achieve your objectives.</p> <ul style="list-style-type: none"> • Will you be performing specific tasks, attending training sessions? • Will you read supplemental information or talk to professionals in the field • Will you be assisting with specific projects? <p>Examples:</p> <ul style="list-style-type: none"> • Accompany social workers on assessments and home visitation sessions • Attend weekly staff meetings and monthly professional development sessions • Attend Crisis Prevention Institute training • Develop family treatment plans • Plan and facilitate weekly client educational groups • Research new parenting programs and prepare a report for staff on the latest educational models 	<p>Determine how you will communicate to your supervisor and others about how your learning will be measured.</p> <ul style="list-style-type: none"> • Will there be evaluations from supervisors, colleagues, and/or peers? • Is the project going to be incorporated for use in the office? • Will there be an opportunity to do a written/oral self-evaluation? <p>Examples:</p> <ul style="list-style-type: none"> • Earn Crisis Prevention Institute certification • Present report to staff on various other group programs and educational models being used; information will be used to evaluate current programs • Able to prepare a basic treatment plan and present information effectively and assertively to a family • Greater understanding of the field of social services and able to clearly discuss the responsibilities of the work

Review Date 1: _____ Reviewed by whom: _____

Review Date 2: _____ Reviewed by whom: _____

Review Date 3: _____ Reviewed by whom: _____

Learning Objectives

Definition

Learning Objectives are statements that clearly, measurably, and precisely specify what you intend to learn from your work experience. Those objectives should state what you want to learn. There are three types of Learning Objectives: skill objectives; personal growth and development objectives; and career development objectives.

Rational for Learning Objectives

Internships and Co-ops are “Experiential Learning” opportunities - learning that is directly related to your field of study or professional goals. To get the most from these opportunities it is important that you establish objectives which specify the significant and appropriate learning that is expected to result from the work experience. The effort you put into these objectives will increase the satisfaction and skills you will receive from your position. Setting goals keeps you focused, which in turn makes learning more intentional.

Establishing Learning Objectives

Step 1: Discuss the learning objectives contract with your supervisor during the first two weeks on the job. Gain his/her support in working on this document with you and then complete the document initially on your own. If you don't have a clear idea of your assigned tasks, this would be a good time to discuss what projects you will be working on.

* If taking internship for credit, this or a similar contract will need to be shared and discussed with a faculty member.

Step 2: Schedule a meeting with your supervisor to discuss the Learning Contract and your thoughts about what you want to learn. Seek input from your supervisor. Are these realistic goals? Are there other projects that you will be working on? Think about what you would like to learn and discuss with your supervisor to determine if you will have these opportunities.

Step 3: You will provide your supervisor (and faculty member if applicable) a copy of your Learning Contract (you also keep a copy) once revised and completed. The completed contract should be shared and discussed prior to handing in the final copy.

Step 4: Your Learning Contract can be used as an ongoing reference. You and your supervisor are expected to refer to it periodically, especially at the midpoint of the experience. You can take the initiative to review the document and share insights with your supervisor. If you haven't reached some of the goals that you had anticipated and agreed to with your supervisor, this can be discussed when reviewing the contract.

Some materials and examples were provided courtesy of the career centers at the University of Detroit Mercy, SMSU, Messiah College, and Highline Community College. The four types of learning objectives were extracted from Sweitzer and King, “The Successful Internship: Transformation and Empowerment”; Brooks/Cole, 1999.