

If you are participating in a Work-Based Learning experience with your current/recent employer, you must attach a copy of your current position description. Once attached, check with your WBL Faculty Coordinator regarding the requirements for the three MLOs below.

OR

If you are participating in a Work-Based Learning experience for the first time with a new employer, please complete the number of MLO's required for your WBL course.

- WBL 111, 121, 131 - Write 1 objective.
- WBL 112, 122, 132 - Write 2 objectives.
- WBL 113, 123, 133 - Write 3 objectives.

### MLOs

The three Measurable Learning Objectives (MLOs) must be new skills that you will accomplish during your Work-Based learning experience. Please ask your WBL Faculty Coordinator for examples of generic MLO's for students in your department.

All parties must agree on the MLOs and sign/date below. Please turn this MLO Worksheet into your WBL Faculty Coordinator before the start of the semester or no later than 3 business days after you begin working at your WBL site.

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. Your WBL Faculty Coordinator 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).