

Evaluation Legend and Sample Learning Outcome Topics

Evaluation Legend

Not Exposed: Intern/youth/young adult was not provided the opportunity to achieve this objective or demonstrate this skill.

Training Level: Preparing to become work-ready, but has difficulty completing tasks without prompting and repeated help. Does not readily request help. Does not attempt task before asking for or receiving assistance.

Improving Towards Entry Level: More work ready. Has difficulty completing some tasks. May attempt task before asking for help, needs prompting or assistance.

At Entry Level: Meets and demonstrates the skills at a level equal to what is expected of any employee in a similar position. Completes tasks and work projects with and without help. Improves work using team or supervisor feedback. Meets quality standards.

Exceeds Entry Level: Demonstrates mastery of skills at a level above what is expected of any employee in a similar position. Uses information generated personally and by others to improve work quality. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations for quality and attends to detail in the development of projects and assignments.

SAMPLE LEARNING OUTCOME TOPICS

Academic, Career and Personal Development Learning objectives can be developed around the following topics:

Sample Academic Enrichment Topics

- ✓ Written communications
- ✓ Reading for knowledge
- ✓ Applying mathematics and analyzing data
- ✓ Applying/using STEM concepts: science, technology, engineering, and mathematics
- ✓ Basic computer skills

Sample Career Development Topics

- ✓ Knowledge and awareness of potential careers
- ✓ Industry sector history and projections
- ✓ Education requirements

Sample Personal Development Learning Objective Topics

- ✓ Leadership
- ✓ Creative thinking/innovation
- ✓ Project management
- ✓ Self-management

SPECIFIC SKILLS

Specific skills to be developed and demonstrated through the experience can be developed around the following workplace-specific topics.

Occupational and Technical Skills

- ✓ Occupation-specific skills
- ✓ Industry-sector skills
- ✓ Industry-wide skills
- ✓ Tools and systems operation

General Business Skills

- ✓ Customer service skills
- ✓ Telephone skills
- ✓ Planning and organizing
- ✓ Scheduling and coordinating
- ✓ Selecting and using computer applications