FIELD INSTRUCTION: KEY LEARNING EXPERIENCE/PROJECT WORKSHEET & SUMMARY ASSIGNMENT

Students will be required to use the Key Learning Experience/Project worksheet to help them create a Key Learning Experience/Project Summary at the end of every term which must be submitted with the end of term Educational Agreement evaluation. Students are also strongly encouraged to add this summary as a project in their electronic Seelio e-Portfolio (https://seelio.com). To help you learn more about creating an e-Portfolio, view the on-line module Putting Your Portfolio Together and contact ssw.portfolios@umich.edu to get started. The required worksheet template will help students organize their ideas throughout the term and ultimately assist them in the developing the required end of term summary. Students will be asked to share their Key Learning Experience/Project worksheet with their field instructor and OFI field faculty during the site visit.

The end of term Key Learning Experience/Project Summary must be concise and follow the required headings. The focus of the Key Learning Experience/Project will change depending on what term of field the student is in field placement. Please see the table below to determine when the summary should focus on a specific experience or one that is all-encompassing.

<table>
<thead>
<tr>
<th>ADVANCED STANDING &amp; 16-MONTH</th>
<th>END OF TERM STUDENT RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st term in field placement</td>
<td>Create a Key Learning Experience/Project Summary that focuses on something <strong>SPECIFIC</strong> that was accomplished, completed, and/or developed in the field placement this term.</td>
</tr>
<tr>
<td>2nd term in field placement</td>
<td>Create a Key Learning Experience/Project Summary that focuses on something <strong>SPECIFIC</strong> that was accomplished, completed, and/or developed in the field placement this term.</td>
</tr>
<tr>
<td>3rd term in field placement</td>
<td>Create a Key Learning Experience/Project Summary that is <strong>ALL-ENCOMPASSING</strong> related to what was learned over the course of field placement.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>20-MONTH</th>
<th>END OF TERM STUDENT RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st term in 1st placement</td>
<td>Create a Key Learning Experience/Project Summary that focuses on something <strong>SPECIFIC</strong> that was accomplished, completed, and/or developed in the field placement this term.</td>
</tr>
<tr>
<td>2nd term in 1st placement</td>
<td>Create a Key Learning Experience/Project Summary that is <strong>ALL-ENCOMPASSING</strong> related to what was learned over the last two terms of field placement.</td>
</tr>
<tr>
<td>1st term in 2nd placement</td>
<td>Create a Key Learning Experience/Project Summary that focuses on something <strong>SPECIFIC</strong> that was accomplished, completed, and/or developed in the field placement this term.</td>
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<tr>
<td>2nd Term in 2nd placement</td>
<td>Create a Key Learning Experience/Project Summary that is <strong>ALL-ENCOMPASSING</strong> related to what was learned over the last two terms of field placement.</td>
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</table>
PART ONE: THE KEY LEARNING EXPERIENCE/PROJECT WORKSHEET. Be prepared to share this worksheet during the OFI field faculty site visit. The worksheet template begins on pg. 4. Begin by using the worksheet template to break down the tasks, skills, and lessons learned for the Key Learning Experience/Project that has been chosen. Use these questions and those in the module as a guide.

- **TASKS COLUMN:** Create a list of all of the tasks that were carried out. What are the various things that were accomplished during this experience?
- **SKILLS COLUMN:** Next, for each task, think about how each task was completed. The "how" indicates the knowledge, strategies and skills demonstrated as a part of this experience. What methods were use? What knowledge and abilities were applied?
- **LESSONS COLUMN:** Now, consider the lessons learned. These can be insights that might seem simple upon first glance, but which majorly affected the experience. Think about things that were successful that should be repeated, and then think about things that may not have gone as planned.
**PART ONE: KEY LEARNING EXPERIENCE/PROJECT WORKSHEET:** Use this page to identify the tasks, skills, and lessons you uncovered during a Key Learning Experience.

**Name of this Key Learning Experience/Project:**

<table>
<thead>
<tr>
<th>1. TASKS: What did I do?</th>
<th>2. SKILLS: How did I do this?</th>
<th>3. LESSONS LEARNED: Why are these skills important?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a list of tasks. What are the various things I accomplished in this experience?</td>
<td>For each task, think about how you completed each of those tasks. The &quot;how&quot; indicates the knowledge, strategies, and skills you had to demonstrate as a part of this experience. What methods did you use? What knowledge and abilities did you apply?</td>
<td>How will they be useful in other experiences? These can be insights that might seem simple upon first glance, but which majorly affected your experience. Think about things that were successful that you would repeat again, and then think about things that may not have gone as planned.</td>
</tr>
</tbody>
</table>
PART TWO: KEY LEARNING EXPERIENCE/PROJECT SUMMARY TEMPLATE. Upload this document at end of the term with the final Educational Agreement evaluation on Tab 4. Using the worksheet, identify an experience to highlight in the Key Learning Experience/Project Summary. This should be a concise document containing these headings:

Title: A short, concise topical sentence that captures the essence of the key learning experience.

Paragraph 1: Introduction/Description
Begin with a brief summary, no more than 4-5 sentences that describes a Key Learning Experience/Project (what was the experience, where did this experience occur, what was your role, and, etc.)

Paragraph 2: Overall Importance
Briefly summarize in 2-3 sentences, the overall importance of the experience, to you and/or to others.

Paragraph 3: Tasks Carried Out
Briefly introduce the tasks completed in 2-3 sentences and provide a bulleted list of the tasks you accomplished (similar to bullets you would use in a resume).

Paragraph 4: Skills Learned/Acquired
Briefly introduce the skills you demonstrated and provide a bulleted list of the skills you used (similar to bullets you would use in a resume).

Paragraph 5: Lessons Learned
Briefly introduce your lessons learned and provide a bulleted list of these lessons learned during this key learning experience.

Paragraph 6: Overall Impact
Conclude by briefly sharing in 2-3 sentences, how this experience impacted your professional growth and development overall and how it may influence your future work moving forward.
**EXAMPLE OF A KEY LEARNING EXPERIENCE/PROJECT SUMMARY (PART TWO)**

**Title:** The HIV/AIDS Resource Center Women’s Health Fair

**Introduction/Description:** I wrote a mini-grant, focusing on providing health information and HIV testing to commercial sex workers where the organization was awarded $2,500 for a Women’s Health Fair. I co-developed the health fair which was an event that took place at a hotel where sex workers frequent. Each woman received health information from local resources and a free bag of feminine products for attending. I also developed a Women’s Health Information Booklet with the help of my supporting team.

**Overall Importance:** This project provides information and services to a population who has difficulty accessing services or has not heard of the local services available to them. Nationally, commercial sex workers are isolated and stigmatized which prevents them from seeking services that they need. Providing a health fair in a hotel utilized by the target population brings the services they need directly to them and brings needed awareness to the confidential services that are offered by local health facilities.

**Tasks Carried Out:**
- Researched information related to sex trafficking
- Compiled data for inclusion in an informational booklet
- Attended planning meetings
- Completed a grant application using consultation and research
- Organized and helped to plan a large health fair event
- Evaluated the results of the event, the impact on the target group, and developed recommendations for the future

**Skills Learned/Acquired:**
- Outreach/Publicity of an event
- Writing the final report
- Educating about local resources
- Development and designed a booklet
- Writing a national grant which was funded
- Communication with stakeholders
- Team work
- Leadership

**Lessons Learned:**
- Make sure to communicate directly with other organizational partners
- Even though you may be part of a team, the availability of the other members can vary
- Even the best laid plans get challenged by things such as weather, and access to the population

**Overall Impact:** Although we did not reach all of our goals, we were able to reach approximately 200 women through outreach and a total of 30 women attended the two day health fair. Flexibility was essential in organizing this event, without which we would not have held a second day where we reached more women of our target population, making this event a success. Through this experience I was able to participate on the creation of an event that had wide scale impact on a target population/problem that was successful in utilizing an empowerment approach to a social problem.