



Field Education: Key Learning Experience Project Worksheet & Summary Assignment

Students will be expected to use the Key Learning Experience/Project Worksheet to help create a Key Learning Experience Summary at the end of every term which must be submitted in addition to the end of term Educational Agreement evaluation. Students are also strongly encouraged to add this summary as a project in their electronic portfolio. The worksheet template will help organize ideas throughout the term and ultimately assist in the development of the required end of term summary. Students may be asked to share their Key Learning Experience/Project worksheet with their field instructor and OFE 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 the term of the field placement. Please see the table below to determine when the summary should focus on a specific experience in that term or one that is over the course of the field placement.

	END OF TERM STUDENT RESPONSIBILITIES
1st term in the field placement	Create a Key Learning Experience/Project Summary that focuses on something SPECIFIC that was accomplished, completed, and/or developed in the field placement this term.
2nd term in the field placement	Create a Key Learning Experience/Project Summary that focuses on something SPECIFIC that was accomplished, completed, and/or developed in the field placement this term.
Final term in the field placement	Create a Key Learning Experience/Project Summary that focuses on something SPECIFIC that was accomplished, completed and/or developed over all terms . Through this one selected example, explain your professional growth and what was learned over the course of the field placement.

Key Learning Experience/Project Worksheet. 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.

- **What?:** Create a list of all the tasks that were carried out. What are the various things that were accomplished during this experience?
- **So What?:** Next, why was this task or experience important or how did it contribute to your learning? 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 used? What knowledge and abilities were applied?
- **Now What?:** Now, what will you do with the new knowledge you have gained through this experience? What were the lessons learned? These can be insights that might seem simple upon first glance, but often affect how social work students practice moving forward. Think about things that were successful that should be repeated, and then think about things that may not have gone as planned.

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: _____

What?: What did I do? Create a list of tasks. What are the various things you accomplished in this experience? What was your experience? What was your role?	So What?: How did I do this? For each task, think about how you completed each of those tasks. The “how” indicates the knowledge, strategies, and skills you had to demonstrate as a part of this experience. What tasks did you do? What skills and lessons did you learn? How did it impact you?	Now What?: Why are these skills important? How did you take these skills and lessons and integrate them into your professional identity?

Key Learning Experience/Project Summary Template

Using the worksheet, identify an experience to highlight in the Key Learning Experience/Project Summary. This should be concise document (1-1 ½ pages) containing these headings or a concise video (3-5 minutes) specifying each heading:

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 support 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
- Attend 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
- Developing and designing 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 availabilities 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 where we reached more women of our target population, making this event a success. Through this experience I was able to participate in the creation of an event that had a wide scale impact on a target population/problem that was successful in utilizing an empowerment approach to a social problem.