

# FIELD EXPERIENCE PROGRAM

Engineering Technology Department  
Northwestern State University  
Natchitoches, Louisiana

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## WORKBOOK

MLO Due Date: \_\_\_\_\_ Evaluation Due Date: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

**NORTHWESTERN STATE UNIVERSITY  
FIELD EXPERIENCE PROGRAM**

**RESPONSIBILITIES OF THE EMPLOYER/SUPERVISOR**

1. Provide the Engineering Technology department with a job description outlining the areas of responsibility or duties to be performed by the potential field experience student during the work term.
2. Interview and select a field experience student who will work from ONE to FOUR semesters in the field experience work site.
3. Provide the field experience student with a minimum of twenty (20) hours per week performing practical jobs or tasks related to the student's field of study with a supervised progressive and meaningful work experience.
4. Pay the field experience student a wage which is at a level consistent with similarly situated regular employees.
5. Provide orientation about company policies, and safety rules during the first week of the work term.
6. Inform the work experience student of what is expected of him/her in the work performance.
7. Evaluate student's work performance at the end of the work experience term.
8. Offer constructive criticism and/or suggestion for improvement, if needed, through the work term.
9. Should the need arise, communicate immediately any problems encountered during the work experience term to the Engineering Technology department office (318-357-6751) in order to institute corrective action before the end of the work experience term.
10. Refrain from any job offer which could interrupt the student's educational program at Northwestern State University.

**EMPLOYER EVALUATION INSTRUCTIONS**

The following pages are to be completed by the job supervisor and returned to the Field Experience Student sometime during the week specified on the front cover.

The supervisor's evaluation of the student's Measurable Learning Objectives (MLO's) should indicate how well the student has achieved each of the objectives during the semester.

The "Employer's Evaluation of Field Experience Student" form should be completed as objectively as possible by the supervisor.

The supervisor is also asked to verify the "Student Time/Wage Report" as being accurate.

After the evaluation is completed, the workbook should be reviewed with and returned to the student. It is then the student's responsibility to complete the self-evaluation and return the workbook to the Faculty Coordinator by the date specified.

## INSTRUCTIONS FOR WRITING MEASURABLE LEARNING OBJECTIVES BY THE STUDNET

### What are Measurable Learning Objectives?

Measurable Learning Objectives (MLO's) refer to set of statements which clearly and precisely described accomplishments projected for the work experience term.

### Why do we have Learning Objectives in a Field Experience Program?

Field Experience Education is an academic program. Credit is granted for learning which occurs as a result of working and not for actual work done on the job. Learning objectives are the most effective method available to assess the extent and value of this learning.

### How are Learning Objectives Developed?

Carefully review your job, noting areas in which you can gain new skills, increase your knowledge, or improve your attitudes or feelings. It is important to avoid broad, general statements. Confine your objectives to those which can be accomplished during a single semester or work term. Be sure that you have sufficient knowledge, skill, time, and freedom at work to accomplish your objectives.

Usually, an MLO combines four (4) major variables to form a single sentence. The variables or components are ACTIVITY, FORECAST, TIME FRAME, and EVALUATION. The activity is the desired outcome or expected achievement, the forecast is the proposed level of accomplishment which should be expressed numerically whenever possible, the time frame is the expected completion date, and the evaluation is the stated method of measurement.

### Example of Good MLO's

*By the end of the semester (Time Frame), I will design and build a new chair (Activity) which meets company construction specifications (Forecast) as evaluated by my job supervisor (Evaluation).*

A very important element in the development of MLO's is often called the ACTION WORD. There are two (2) such action words used in the example above: build and design. Action words are found in all MLO's because they lead to measurable outcomes. Other examples of action words are, demonstrate, describe, develop, draw, discuss, operate, perform, summarize, recognize, etc.

### Examples of Poor MLO's

1. *Become a better typist.*
2. *I will try to do better in accomplishing tasks assigned by due dates.*

### Examples of Acceptable Measurable Learning Objectives

1. *To improve my ability to diagnose cause of electrical failures in limit switches. My supervisor will, at the end of the work term, judge me to make an accurate independent diagnosis at least 90% of the time.*
2. *I will learn to manage my time efficiently by listing priorities with tasks assigned and scheduling dates to be accomplished.*

**STUDENT’S MEASURABLE LEARNING OBJECTIVES**

*(To be completed by the STUDENT by 2<sup>nd</sup> week of the Semester/Work Term)*

The objectives should clearly describe what you intend to accomplish. They will be reviewed by your supervisor during the first two (2) weeks and approved by your Faculty Coordinator. (Some changes may be recommended.)

At the end of the semester, your supervisor will evaluate how well you accomplished each of the objectives by assigning a percentage figure (0-100%) in the columns provided below.

By the end of the work term or semester, I will accomplish the following objectives as rated by my supervisor:	Supervisor’s Rating (%) at the end of work term/ semester
1. _____ _____ _____	
2. _____ _____ _____	
3. _____ _____ _____	
<b>Average Rating (%)</b>	
<b>Supervisor's Initials</b>	

(Signature below indicates Agreement/Approval)

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Coordinator’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYER'S EVALUATION OF FIELD EXPERIENCE STUDENT

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned or similarly classified jobs, or with individual standards.

SUPERVISOR INFORMATION						
Name:	Job Title:					
Email Address:	Phone Number:					
Organization's Name:	Organization's Address:					
INTERNSHIP INFORMATION						
Student's Name:						
Starting Date (mm/dd/yyyy):			Completion Date (mm/dd/yyyy):			
ABOUT THE INTERN						
1. Please evaluate this student intern on the following items by checking the appropriate rating.	<b>Excellent</b> (5)	<b>Very Good</b> (4)	<b>Satisfactory</b> (3)	<b>Needs Improvement</b> (2)	<b>Unsatisfactory</b> (1)	<b>Not Applicable</b> (X)
* Arrived to work on-time						
* Behaved in a professional manner						
* Effectively performed assignments						
* Oral communication skills						
* Written communication skills						
* Computer Skills						
* Ability to work with others						
* Ability to adapt to a variety of tasks						
* Decision-making, setting priorities						
* Reliability and dependability						
* Attention to accuracy and details						
* Willingness to ask for help and guidance						
* Quality of work						
* Demonstrated critical thinking and problem-solving skills						
* Making and meeting deadlines						
* Seemed interested and enthusiastic about the internship experience						

2.	Describe the ways in which the intern's performance benefited your organization.				
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance?				
4.	What do you consider to be the intern's strengths?				
5.	In what areas does the intern need to improve?				
6.	Overall, how do you rate your experience with <b><u>this student</u></b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
<b>ABOUT THE FIELD EXPERIENCE</b>					
1.	What are your suggestions for improving the Engineering Technology Department Field Experience program?				
2.	Based on your experience, would you supervise other Engineering Technology Department Field Experience students or recommend this Field Experience program to others?				
3.	Do you have any other comments that will help the Department and our students?				
4.	Overall, how do you rate your experience with <b><u>this student</u></b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>

SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_  
mm/dd/yyyy

## STUDENT'S TIME/WAGE REPORT

Student Name:				Total Hours for the semester/term:							
Employer:				Total Wages before deduction:							
Month/ Year	Week		Hours in a day							Total hours in the week	Weekly Wages
			Mon	Tue	Wed	Thu	Fri	Sat	Sun		
		From									
		To									
		Total hours									
		From									
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		Total hours									
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		Total hours									

Month/ Year	Week	Hours in a day								Total hours in the week	Weekly Wages
		Mon	Tue	Wed	Thu	Fri	Sat	Sun			
		From									
		To									
		Total hours									
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		Total hours									
		From									
		To									
		Total hours									
<b>Total</b>											

**SUPERVISOR'S SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
mm/dd/yyyy



## STUDENT'S SELF EVALUATION

1. Give a complete description of your job.

2. How did you succeed in meeting your Measurable Learning Objectives: (be specific)

Objective #1

Objective #2

Objective #3

3. Identify areas of significant job-related learning during this Field Experience.

4. Can you recall any significant positive or negative experience that helped you learn something important? Describe that experience.

5. Explain how your field experience work has helped in your effort to accomplish your career goal.

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE** (mm/dd/yyyy)

