LVX
VERITAS
VIRTVS

Lesson 11
Learning Outcomes, Reflections, Self-Assessments, and Course Summary

ENCP6000

Northeastern University
College of Engineering

What are Learning Outcomes?

- Statements that specify what you will know or be able to do as a result of a **learning** activity
- Describe what you're expected to know and be able to do; relate to your skills, knowledge, and behaviors you'll acquire
- Understand how they fit into your co-op assessment and goals

Why Do Learning Outcomes Matter?

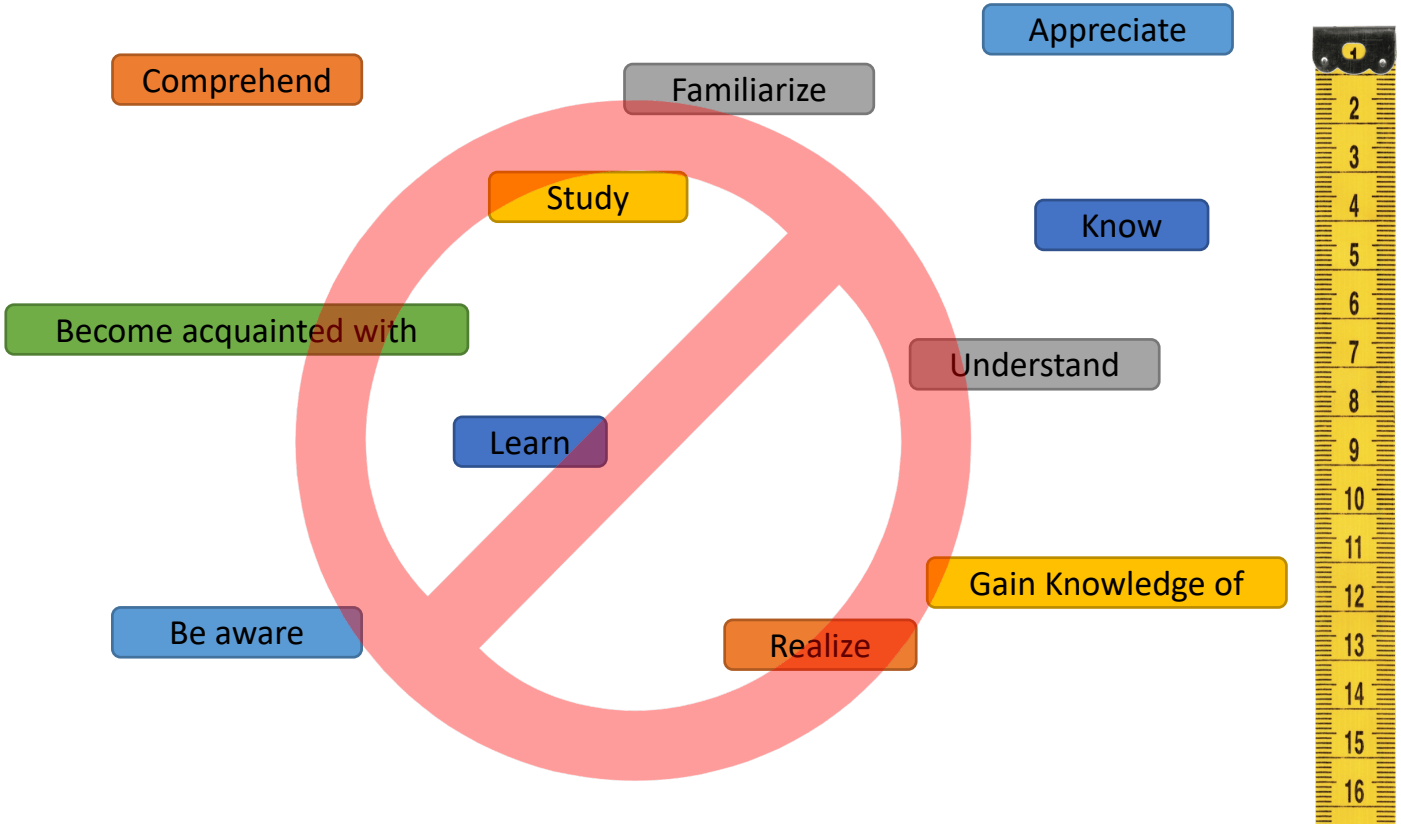
- Help you identify what is important to you
- Help you stay focused
- Help guide you as you work to assess your learning progress

Writing Learning Outcomes

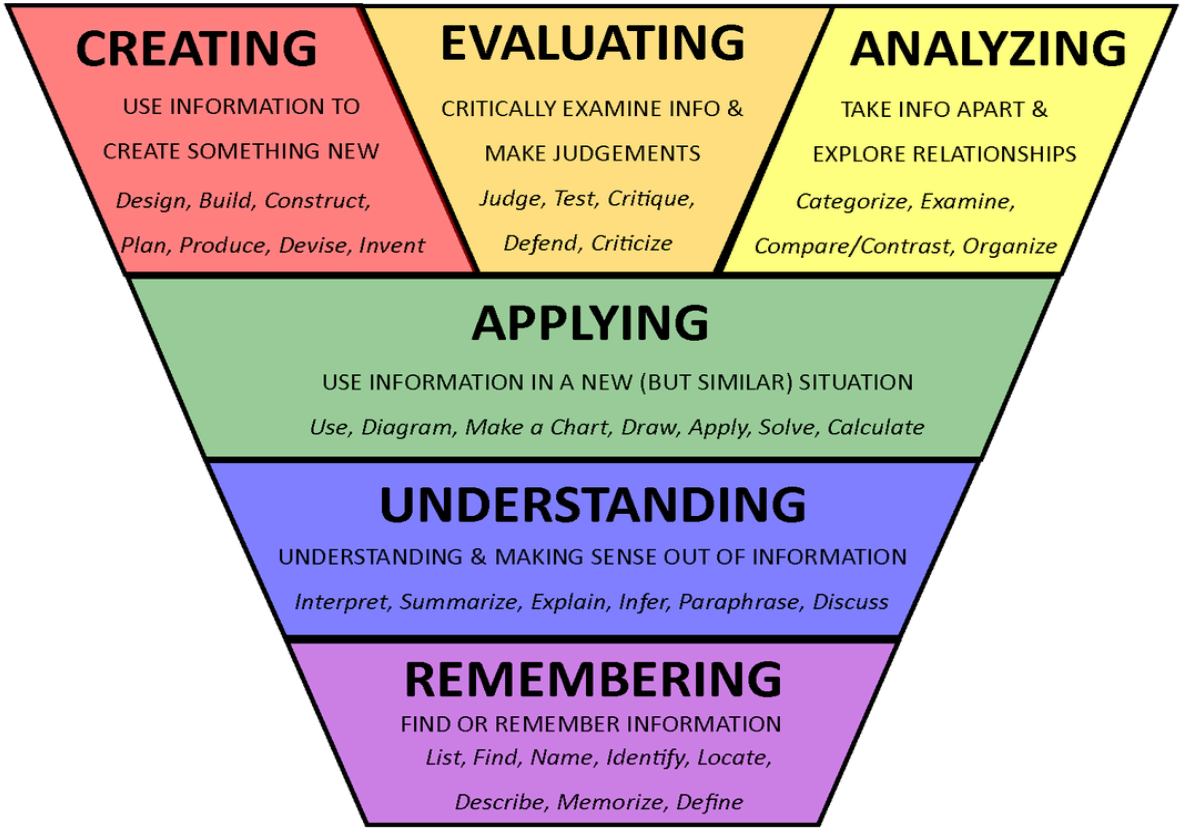
- Use measurable action verbs
- Use complete and simple sentences

*Tip: You can use them on your future resume when a result is added

Avoid Non-Measureable Verbs



Using Bloom's Taxonomy



Learning Outcome Development Model

S	SPECIFIC Target a specific skill or area for development
M	MEASURABLE Provide a specific level of accomplishment
A	ATTAINABLE State what results can realistically be achieved
R	RELEVANT Select an outcome related to your work on Co-op
T	TIMELY Specify when the outcome will be achieved

Making Outcomes More Specific: Examples

I want to learn how to develop a product GUI.

At the end of my Co-op, I will have created substantial components of a professional GUI.

I want to learn more about Excel

At the end of my Co-op, I will be able to create sales forecasting reports using MS Excel.

I will become familiar with the publishing industry.

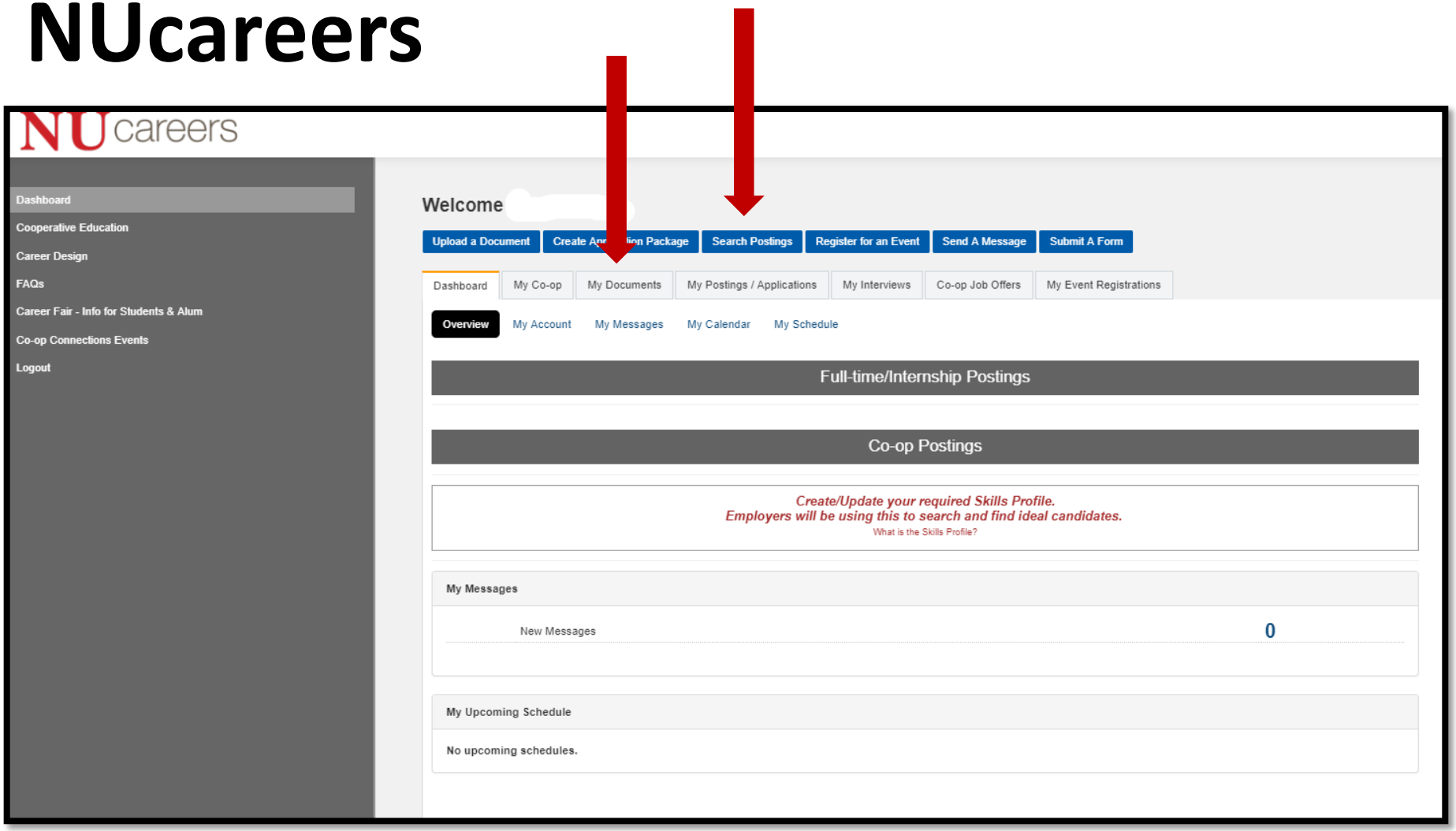
At the end of my Co-op, I will be able to list the six major magazine publishers and what magazine titles are associated with each.

Timeline for Learning Outcomes, Reflections, & Assessments

Supervisor Confirms student placement/position	1st Month on Co-op
Create Learning Outcomes	1st Month on Co-op
Guided Inquiry #1	2nd Month on Co-op
Guided Inquiry #2	4 months on Co-op
Guided Inquiry #3	6 months on Co-op
Student completes Self-Assessment	Final month of co-op
Employer completes Assessment	Final month of co-op

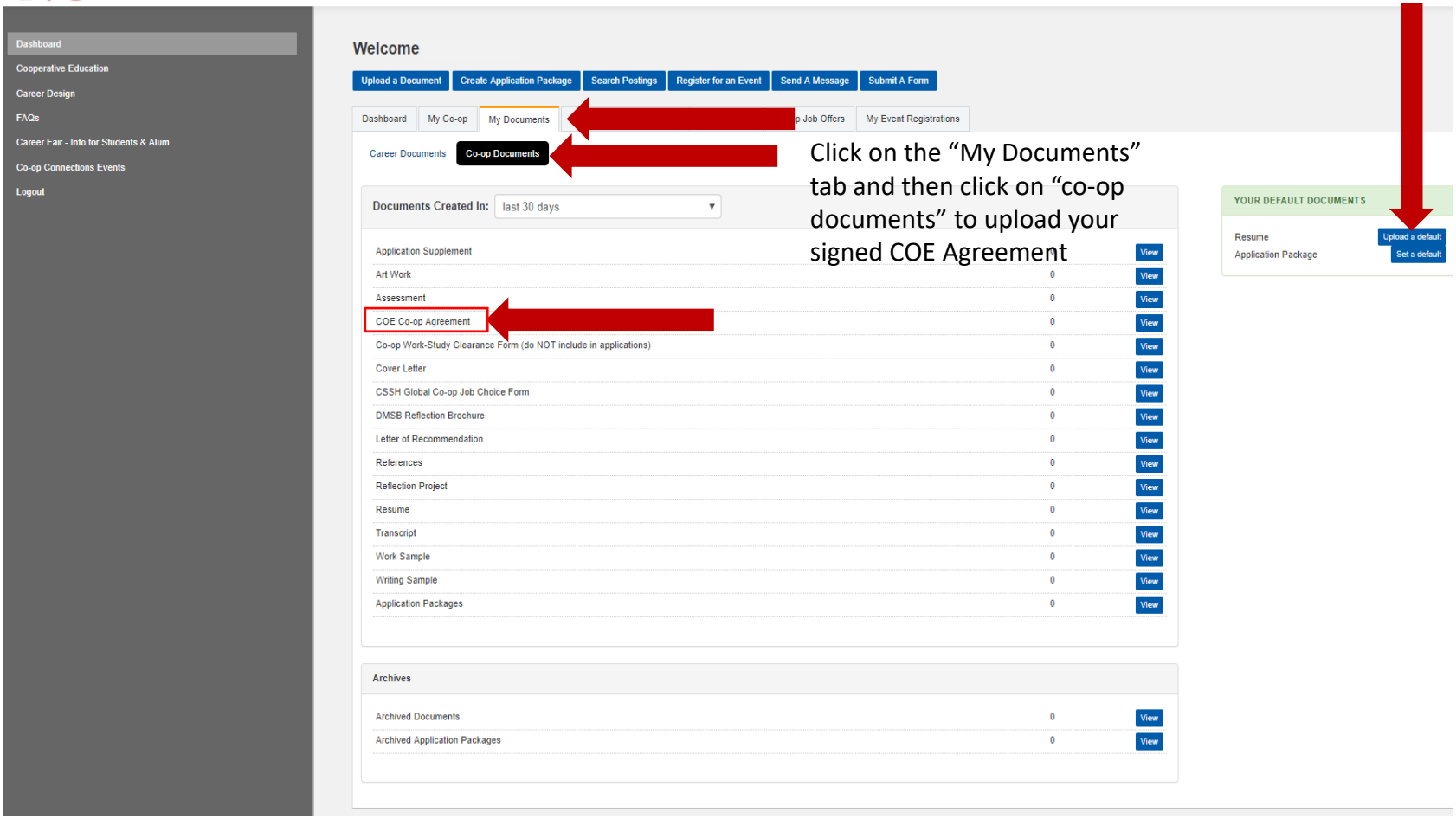
Using NUcareers: The Basics

NUcareers

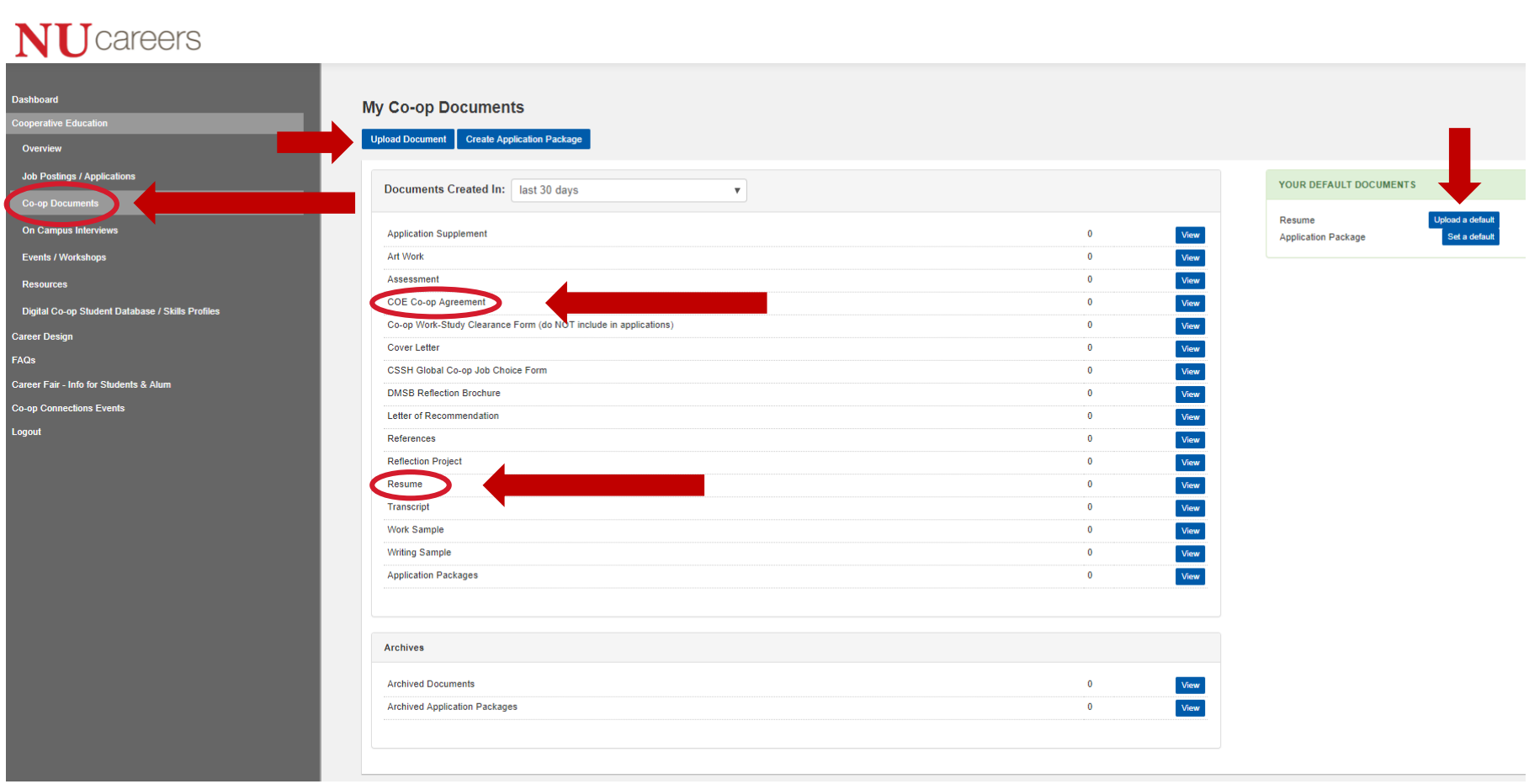

NU careers
Dashboard
Cooperative Education
Career Design
FAQs
Career Fair - Info for Students & Alum
Co-op Connections Events
Logout
Welcome
Upload a Document
Search Postings
Register for an Event
Send A Message
Submit A Form
Dashboard
My Co-op
My Documents
My Postings / Applications
My Interviews
Co-op Job Offers
My Event Registrations
Overview
My Account
My Messages
My Calendar
My Schedule
Full-time/Internship Postings
Co-op Postings
Create/Update your required Skills Profile.
Employers will be using this to search and find ideal candidates.
What is the Skills Profile?
My Messages
New Messages
0
My Upcoming Schedule
No upcoming schedules.

NUcareers

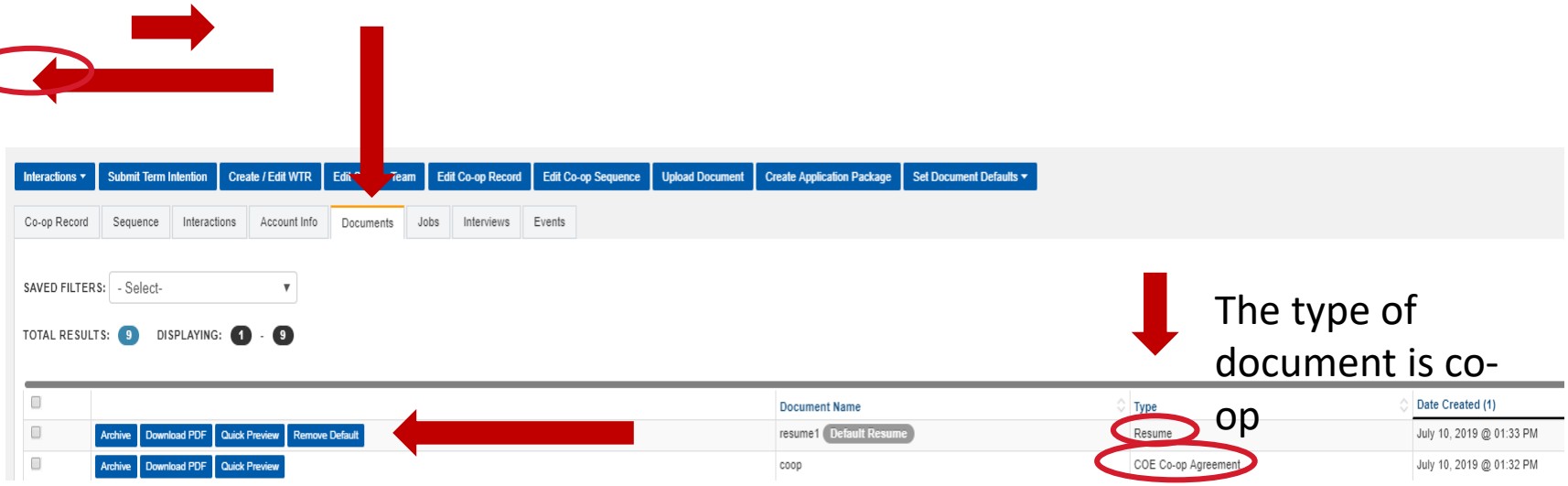
Upload your resume here



NUcareers


NUcareers
Dashboard
Cooperative Education
Overview
Job Postings / Applications
Co-op Documents
On Campus Interviews
Events / Workshops
Resources
Digital Co-op Student Database / Skills Profiles
Career Design
FAQs
Career Fair - Info for Students & Alum
Co-op Connections Events
Logout
My Co-op Documents
Upload Document
Create Application Package
Documents Created In:
last 30 days
Application Supplement 0 View
Art Work 0 View
Assessment 0 View
COE Co-op Agreement 0 View
Co-op Work-Study Clearance Form (do NOT include in applications) 0 View
Cover Letter 0 View
CSSH Global Co-op Job Choice Form 0 View
DMSB Reflection Brochure 0 View
Letter of Recommendation 0 View
References 0 View
Reflection Project 0 View
Resume 0 View
Transcript 0 View
Work Sample 0 View
Writing Sample 0 View
Application Packages 0 View
Archives
Archived Documents 0 View
Archived Application Packages 0 View
YOUR DEFAULT DOCUMENTS
Resume
Upload a default
Application Package
Set a default

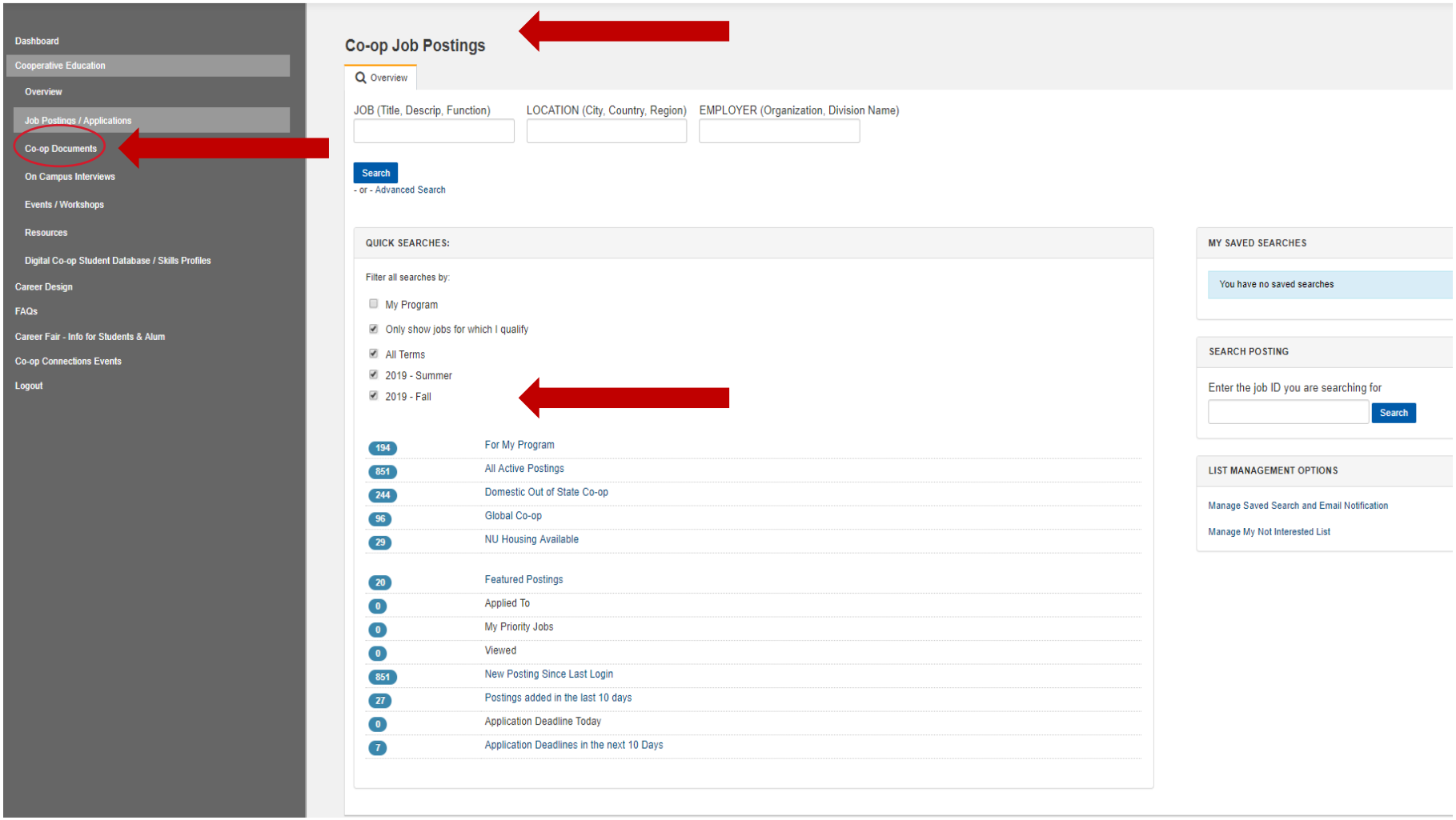
NUcareers



The type of document is co-op

NUcareers

NUcareers



Assessments

Student Email

First Email

Dear #STUDENTFIRST#,

As you know, your co-op supervisor is asked to complete an assessment of your job performance upon completion of your co-op assignment. To be sure that the assessment form is provided to the correct supervisor, we need your help. The link below enables you to see the name of the person Northeastern currently has on record as your supervisor, and provides you with an opportunity to update this contact information.

Please click the link below to confirm the name and contact information of the person we have on record as your direct (day-to-day) supervisor.
https://coopstatus.neu.edu/reflection/student/

Thank you,
Northeastern University
Cooperative Education and Career Development
Request Help

IF CLICKING ANY LINK IN THE EMAIL DOES NOT WORK, PLEASE COPY AND PASTE IT INTO YOUR BROWSER.

Learning Outcomes & Student Assessments

Learning Outcome Email

Dear #STUDENTFIRSTNAME#,

As a part of your Cooperative Education experience at Northeastern University, you are being asked to identify three to five learning outcomes you would like to achieve during your co-op experience. Learning outcomes are statements of the knowledge, skills and abilities that you would like to attain by the end of your co-op experience. Because your supervisor can be an important partner in shaping these learning outcomes and can provide feedback on your progress in achieving them, these learning outcomes will be shared with your supervisor six weeks into your co-op.

Please enter your learning outcome statements online at:
https://coopstatus.neu.edu/reflection/student/

You will have the opportunity to review and revise your learning outcomes at any time during your co-op experience until you or your supervisor have initiated the online assessment process towards the end of the placement. During this assessment, you and your supervisor will be asked to evaluate the degree to which you have demonstrated achievement of each of the identified learning outcomes.

A key aspect to your success in a co-op placement is that your learning outcome statements are appropriately related to your job responsibilities and that the outcomes can reasonably be achieved in the time you will be with the company. They can also be helpful for your supervisor to identify ways to involve you in work activities that will support your achievement of the outcomes you have identified when possible.

If you have any questions about your learning outcomes, please contact your co-op coordinator.

Sincerely,
Cooperative Education and Career Development
Northeastern University

Thank you,
Northeastern University
Cooperative Education and Career Development
Request Help

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Learning Outcomes

Learning Outcome # 1

Knowing some skills from classroom and actually applying them in a live working environment is two separate things. The gap is big and only working in an industry could bridge it and it's very crucial to do it as practical implementation is important.

STUDENT ASSESSMENT: *Largely achieved*

Learning Outcome # 2

How do these big companies or multinational companies work is the something I always wondered! Working in a multinational company with employees all around the world and how they manage to function so well is something I admire here at ERT. Daily SCRUM meeting, hangout discussions, Rally updates, API testing on Postman and promoting code on Accurev

STUDENT ASSESSMENT: *Largely achieved*

Learning Outcome # 3

Working in a 9 to 5 schedule sure does lead personal and professional development. Getting to work on time, understanding the importance of deadlines, dealing with co-workers and understanding how much work I need to put in to rise in the hierarchy teaches a lot and they sure are important lessons.

STUDENT ASSESSMENT: *Largely achieved*

Learning Outcome # 4

After 3 months into my co-op, I was transferred to Machine Learning department. Being a student who took various data science subjects in the coursework, this gave me an opportunity to improve upon my skills. Understanding how to work with raw data and how to boost memory and process optimization was a vital element in the learning process.

STUDENT ASSESSMENT: *Largely achieved*

Learning Outcome # 5

Working in an industry environment gave me a practical approach in my day-to-day tasks. From books to product is an important transition which requires understanding of real-time real-world characters and methods. By the end of my internship, I was successfully able to figure out feasible approaches which would help me in every step in future.

STUDENT ASSESSMENT: *Largely achieved*

Student Self Assessment

Student Self Assessment - Final

Student:	**Term:**
Company:	

For the following statements, please indicate how much you disagree or agree. If you do not think it applies to your recent experience in co-op, indicate "not applicable." If you are not sure if the statement is applicable to your co-op experience, indicate "not sure."

1 *I used knowledge and skills that I gained through coursework to **identify** challenges.*

- Strongly Disagree
- Disagree
- Slightly Disagree
- Slightly Agree
- Agree
- Strongly Agree
- Not Applicable
- Not Sure

2 *I used knowledge and skills that I gained from coursework to **solve** problems.*

- Strongly Disagree
- Disagree
- Slightly Disagree
- Slightly Agree
- Agree
- Strongly Agree
- Not Applicable
- Not Sure

3 *When faced with **new challenges**, I used critical thinking skills I gained in this co-op with those that I learned from my coursework.*

- Strongly Disagree
- Disagree
- Slightly Disagree
- Slightly Agree
- Agree
- Strongly Agree
- Not Applicable
- Not Sure

4 *Please describe at least one example of how you identified and solved challenges in the work place.*

5 *During your co-op, what challenge(s) became apparent and how did you address it/them, if at all?*

Self-Assessment Email

Dear #STUDENTFIRST#,

Self-assessment of your co-op performance is an important part of your co-op education.

To complete your self-assessment click (or copy-paste) the link below and access your self-assessment via the 'Assessments' menu item.

https://coopstatus.neu.edu/reflection/student/

Thank you,
Northeastern University
Cooperative Education and Career Development
Request Help

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Reflections

Reflections During and After Co-op

What is your typical day? What are your motivators internal/external?

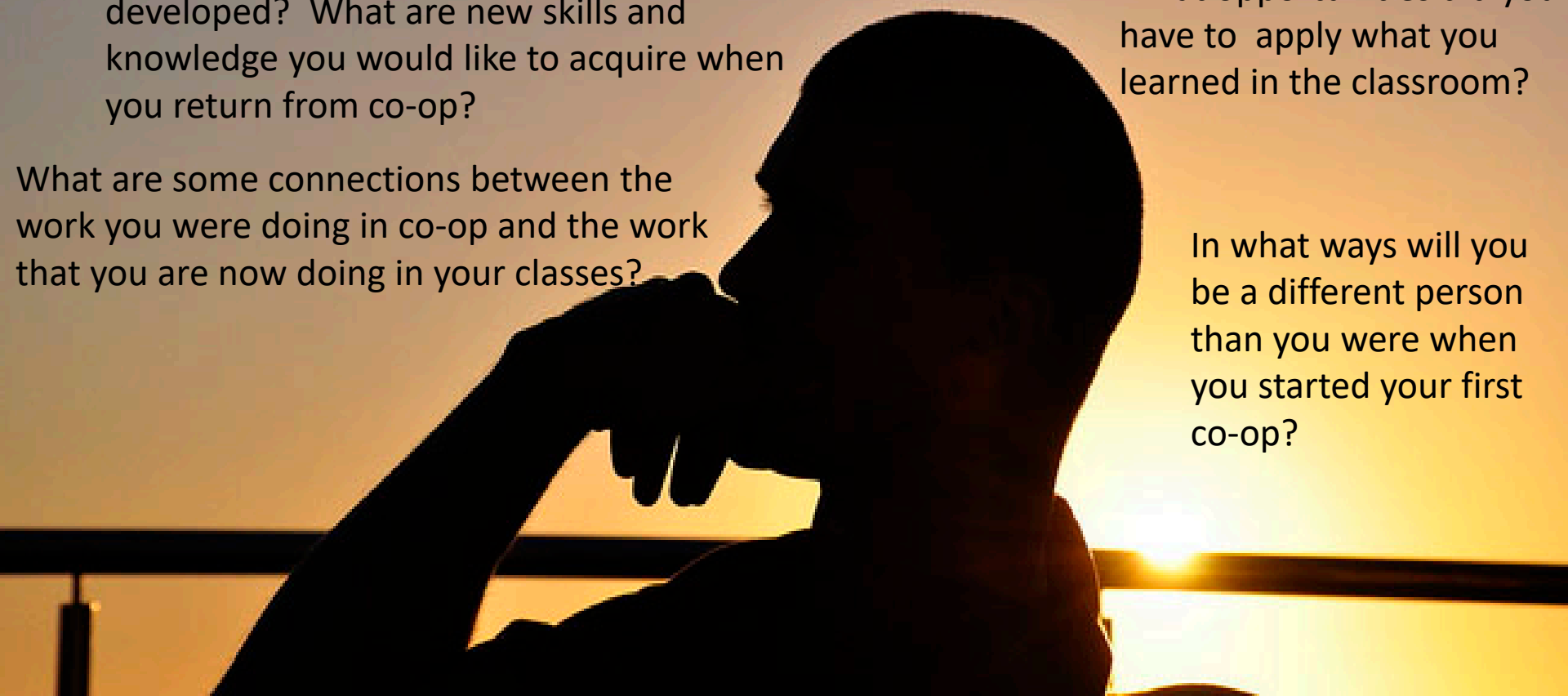
How is your co-op contributing to your learning outcomes?

What new skills and knowledge have you developed? What are new skills and knowledge you would like to acquire when you return from co-op?

What opportunities did you have to apply what you learned in the classroom?

What are some connections between the work you were doing in co-op and the work that you are now doing in your classes?

In what ways will you be a different person than you were when you started your first co-op?



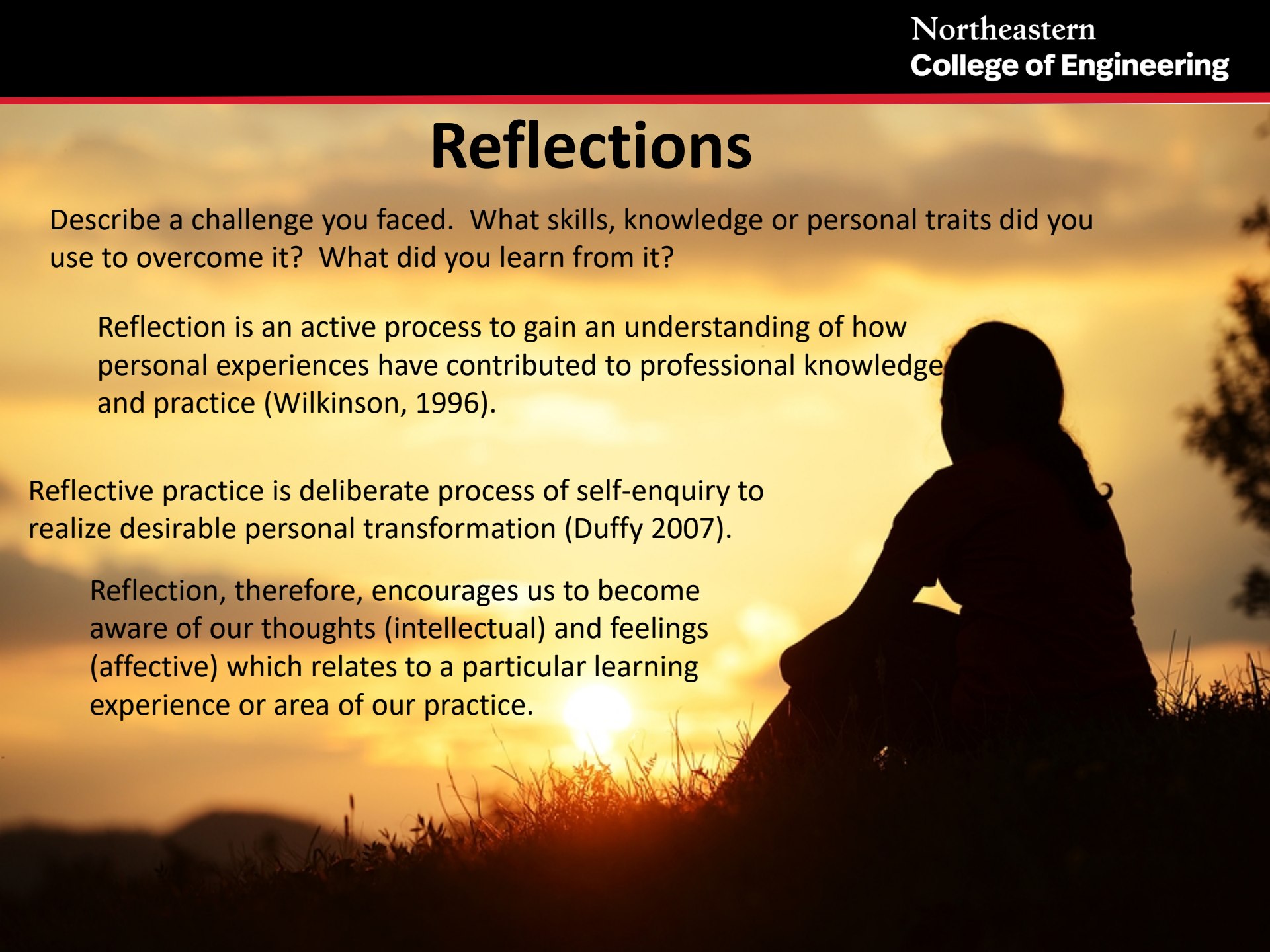
Reflections

Describe a challenge you faced. What skills, knowledge or personal traits did you use to overcome it? What did you learn from it?

Reflection is an active process to gain an understanding of how personal experiences have contributed to professional knowledge and practice (Wilkinson, 1996).

Reflective practice is deliberate process of self-enquiry to realize desirable personal transformation (Duffy 2007).

Reflection, therefore, encourages us to become aware of our thoughts (intellectual) and feelings (affective) which relates to a particular learning experience or area of our practice.



Reflection Questions

Reflection questions are used to gather details from the student co-op about their work experiences. Co-ops can receive up to 4 reflections questions depending on the length of their co-op and the questions are available for 2 weeks.

Sample Questions

Reflection #1

1 *Tell us about a typical day in your life at your co-op position. How do you spend your time? What types of decisions do you make at work? What types of decisions do you make outside of work? Describe at least one internal and at least one external motivator for you as you start co-op.*

2 *In what ways is your co-op experience (e.g. day-to-day tasks, personal projects, networking or other activities) contributing to your personal and professional learning objectives?*

Reflection #2

1 *Describe a challenge you have encountered during your co-op. What skills, knowledge, and personal qualities did you use to approach it? What, if anything, did you learn from it?*

2 *What opportunities have you had during your co-op to apply skills and/or knowledge that you learned in the classroom? Please provide one or two examples.*

Reflection 4 is a post co-op reflection after you have completed your co-op

Reflection #3

1 *Tell us about a typical day in your life as a member of this profession. How do you spend your time? What types of decisions do you make now that you are approaching the end of this co-op?*

2 *Revisit your responses to Guided Inquiry 1 . How are they different or similar to the answer that you just gave in Guided Inquiry 3? Have any of the motivators that you mentioned changed in importance? Which are no longer motivators? What new motivators do you have?*

3 *Based on the experiences that you have had during this co-op, what new skills and knowledge have you developed? What are new skills and knowledge you would like to acquire when you return from co-op and why do you need them? Which of these do you expect that you will learn through your coursework? For those you want to learn outside of the classroom, where do you expect to learn them?*

Reflection #4

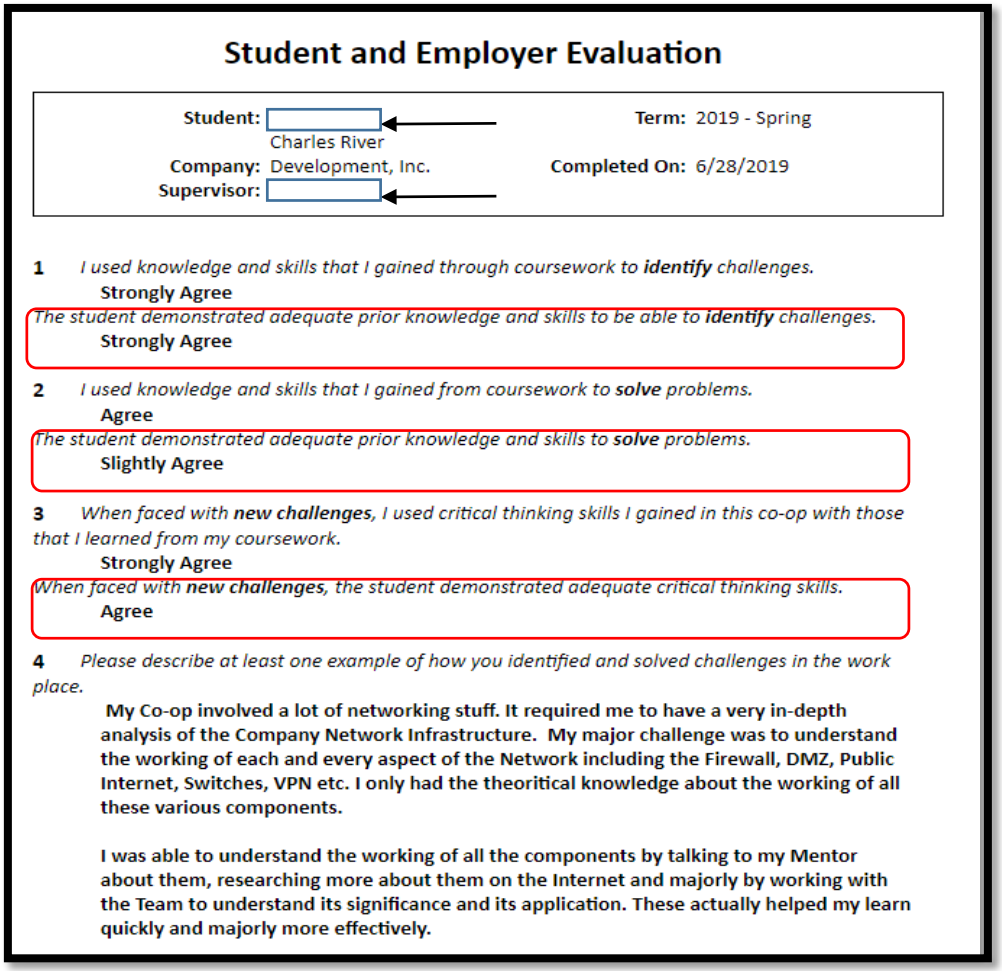
1 *Refer back to your answer to reflection 2 where you described a challenge. With what type of mindset (growth or fixed) had you approached that challenge? Having had the experiences that you have had since, would you approach it differently today? Why or why not?*

2 *What are some connections between the work you were doing in co-op and the work that you are now doing in your classes? Describe where the skills or knowledge that you acquired during co-op applies to your day-to-day activities.*

3 *Describe an ideal future co-op experience. How will it be different from, and/or built on, your co-op experience and coursework? What additional skills or knowledge will you want to acquire? In what ways will you be a different person than you were when you started your first co-op?*

Student and Employer Evaluations

- Employer reflections provides an additional layer of feedback for co-op coordinators.
- The additional employer responses are only visible to co-op coordinators.
- Employers can provide a separate evaluation of the student's responses to the evaluation during the co-op work experience.



Student and Employer Evaluation

Student: [redacted] **Term:** 2019 - Spring
Charles River
Company: Development, Inc. **Completed On:** 6/28/2019
Supervisor: [redacted]

1 *I used knowledge and skills that I gained through coursework to **identify** challenges.*
Strongly Agree
*The student demonstrated adequate prior knowledge and skills to be able to **identify** challenges.*
Strongly Agree

2 *I used knowledge and skills that I gained from coursework to **solve** problems.*
Agree
*The student demonstrated adequate prior knowledge and skills to **solve** problems.*
Slightly Agree

3 *When faced with **new challenges**, I used critical thinking skills I gained in this co-op with those that I learned from my coursework.*
Strongly Agree
*When faced with **new challenges**, the student demonstrated adequate critical thinking skills.*
Agree

4 *Please describe at least one example of how you identified and solved challenges in the work place.*

My Co-op involved a lot of networking stuff. It required me to have a very in-depth analysis of the Company Network Infrastructure. My major challenge was to understand the working of each and every aspect of the Network including the Firewall, DMZ, Public Internet, Switches, VPN etc. I only had the theoritical knowledge about the working of all these various components.

I was able to understand the working of all the components by talking to my Mentor about them, researching more about them on the Internet and majorly by working with the Team to understand its significance and its application. These actually helped my learn quickly and majorly more effectively.

Questions?

- Contact: MGENCoop@northeastern.edu

Wrapping it up….

To Pass The Course You Must:

A. Have no more than 2 “ABSENT” days recorded on BlackBoard

✓ B. Have no “ABSENT”s recorded on BlackBoard

C. Have written a summary for as many classes as you missed, no limit

D. Pass the Resume and LinkedIn assignments

✓ E. Have a 80% (B) or greater average

✓ F. Pass the Get Informed module

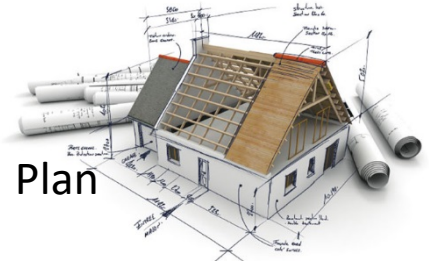
Finishing the course

- Must have at least a 80% average
- Must have made up all absences (only two permitted)
- Must pass the Get Informed Module
- Last day to submit work or Missed Class Summaries is Thursday December 12th at midnight

We've Covered a Lot

- Hopefully you:
  - Have learned some important lessons
  - Will be able to better manage your career
  - Are motivated to have an open mindset and be a lifelong learner
  - Have had some fun
  - Are excited and feel prepared to join the workforce in the US or anywhere else in the world!

Course Summary



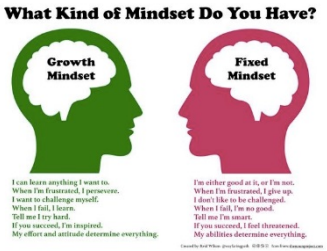
Plan

Foundation

Tools

Pillars

Mindset



Mindfulness

Ethics

Now, it is time to use the training and get the job …

Reminders and Final Tips

What do Employers Expect ?

- Academic Proficiency
  - You can read, write and speak English. And do basic math
  - Speak Up Slow Down
- Occupational Knowledge
  - You can actually program in JAVA if your resumes says you can
- Social Skills
  - You play well with others. Team skills, respect, engaged
- Character Traits
  - You do not lie, cheat or steal. You can pass a drug test
  - You are punctual, meet deadlines, responsible. You are low maintenance

Interviewing

Preparation

- Study the company
- Study the Interviewer
- Prepare answers to questions
- Have your questions ready

Practice, Practice, Practice!!!

When You Get an Offer:

- Email your co-op advisor ASAP – *no need to meet with me unless you have questions*
- Follow all the instructions I send to process your CPT
  - Allow 10-15 business days
- I found a co-op on my own . Is that ok?
  - Yes!
- Is my Co-op Experience (INFO6964) a graded course?
  - Yes, Pass/Fail

Slogans/Idioms

- Take the ball and run with it
- Off the Top of my Head
- Keep my Head above water
- Rule of thumb
- Heavy lifting
- Icing on the cake
- Hit the ground running
- Hit the nail on the head

End of the line for this course

Your career as an engineer is just beginning