

**A. DESCRIPTION OF FIELD EXPERIENCE AND GENERAL INFORMATION**

Student Name: \_\_\_\_\_ (Last, First, Middle)

Position Title: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location: \_\_\_\_\_

Duration: \_\_\_\_\_

**B. PRE-EXPERIENCE PREPARATION AND QUALIFICATIONS**

In this section you are to outline your previous experience, including employment and academic, that relates to the project you wish to undertake.

**1. Courses:** Indicate how specific post-secondary courses relate to your placement and your project.

Course	Relevance



**2. Previous Employment and Volunteer Experience:** Provide a brief title and job description in addition to indicating how the previous work/volunteer experience will aid you in your project.

## C. DESCRIPTION OF GOALS AND OBJECTIVES

In this section, you will design your individualized course outline. Your Learning Objectives are key to helping you manage your time, track your development, and measure your success. Students should develop 3-5 objectives.

Learning Objectives can be practical as well as theoretical and have two parts – what you will learn and how you will learn it.

Some examples include:

- a) **Comprehensive Objectives:**  
To increase my understanding of social inequality in Canada.  
By conducting a literature review including academic and media sources.  
Through observation at the local food bank and consultation with the Program Director.
- b) **Skill-Based Objectives:**  
Learn how to debug code.  
Investigate online resources for compiling code.  
Utilize tools to determine the origin of bugs.
- c) **Creative Objectives:**  
Learn how to tell stories in the oral tradition.  
By participating in training sessions with the Public Library.  
Through practice with my peers.
- d) **Personal Objectives:**  
Develop my verbal communication skills.  
Develop a script for telephone cold-calling.  
By actively participating and contributing in team meetings.

### Notes:

- Avoid vague objectives which cannot be measured.
- Consider the idea of “application” in your objectives. Examine the specific application of theory – does the theory learned in the classroom apply in the practical situation?

Make sure your primary objectives clearly relate to academic concepts and are demonstrative of the discipline (science, social science, or humanities) of your course.

**Learning Objectives – Objective #1**

What will you learn?

How will you learn it?

**Learning Objectives – Objective #2**

What will you learn?

How will you learn it?

**Learning Objectives – Objective #3**

What will you learn?

How will you learn it?

**Learning Objectives – Objective #4**

What will you learn?

How will you learn it?

**D. PROJECT PROPOSAL AND BIBLIOGRAPHY**

Working with your Faculty Supervisor, create a detailed outline describing the format, content, methods and other requirements for your final paper/project. All expectations for the final paper/project submission should be clearly outlined below. The bibliography should be a tentative list of resources.

**1. The Proposal**

**2. Bibliography**

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**E. STATEMENT OF RESOURCES**

Advisors: List names of those individuals who have formally been consulted and have consented to act as resource person; e.g. University Faculty, on-the-job personnel, Applied Studies Coordinator.

Name	Position & Location

Faculty Supervisor's Signature:	Date:
Student's Signature:	Date: