

## Cooperative Education Self-Evaluation of Learning Outcomes

This assignment requires that you identify and describe the SCANS Employability Skills you used in the learning objectives and end of term project you undertook in your Co-op class.

Developing the professional language to use when describing your skills, with examples of how you have used them, can be useful in writing your resume, enhancing your career portfolio or improving your performance in job or informational interviewing situations. As an optional part of this extra credit assignment (#3), you can also search the Choices CT Occupational data base for occupations which use your skills in order to identify career options which you may want to research.

1. Begin by listing each of your completed assignments in the space below, giving them brief titles. These assignments were listed as learning objectives or as an end of term project on your Learning Agreement.
  - Learning Objective #1:  
(Example: “Using the scanner”)
  - Learning Objective #2:  
(Example: “Creating a Home Page”)
  - End of Term Project:  
(Example: “Electronic Portfolio Project”)
2. Use the computer in Career Services or any of the campus computers with access to the Choices CT program (available also in the Transfer Center, Library, ATL 105 or Workforce Prep computer lab in Fontana) to identify and describe the skills you used in this project, by creating and saving a personal file and accessing the following Choices CT files:
  - From the Main Menu of Choices CT, open the **Portfolio Planner**.
  - Select **Employability Skills** and identify and describe (by typing in the text box provided) the **Workplace Know-How Skills** you used in your learning objectives and end of term project.
  - Print out your completed skills list with your descriptions.

3. (Optional) In order to search for occupations which use your Transferable Work Content Skills, you will need to first use the **Skills Checklist**, located on the Main Menu of Choices CT. You may choose to identify *all* of your skills, or just the ones you used in your Co-op assignments. Then return to the Employability Skills section of the Choices Portfolio Planner to describe, in the text boxes provided, your experience in using these skills. The Planner will display the Transferable Work Content Skills you identified on the Skills Checklist. To do this:
  - Select **Skills Checklist** and identify the Transferable Work Content Skills you used in your learning objectives and end of term project, and, if you choose, all of the other skills you have developed in school, at work and at home.
  - To identify occupations which use these skills, select **Occupations, with post-secondary schools**, from the Choices CT Main Menu. Then select **Search**. This will display a list of search parameters, including Work Content Skills. Selecting various parameters from this list will enable you to see the relationship between specific skills, interests, educational level and many other factors, and occupations which match those parameters. You can then print out a full report of any occupation which interests you, compare occupations, identify college majors and schools offering those majors, and much more.
  - To describe in writing the Work Content Skills used in your Co-op assignments, select Portfolio **Planner** from the Main Menu of Choices CT. Select Employability Skills, then **Work Content Skills** to display the skills you checked off earlier. For each skill listed, describe your experience using that skill. (Work Content Skills will only appear in the Employability Skills section of the Portfolio Planner *after* you have completed the Skills Checklist on Choices' Main Menu.)
  - Print out your list of Work Content Skills and experiences.
4. Submit all of your Choices CT printouts and your assignment list (#1 above).