

I. CHANGES Experiential Learning Contract

STUDENT NAME _____ ID # _____

Semester: Fall Spring Year: 20__ __

ADVISOR NAME _____ Title _____

Phone # _____ Email _____

Advisor must be a full-time employee of Andrews University or the leader of an approved church ministry, business, or community agency who is guiding your learning experience. Please check one:

- Athletic Coach Counselor Pastor/Chaplain Professor Residence Hall Dean
 Student Organization Sponsor Workplace Supervisor Other _____

LEARNING PLACEMENT (You may apply for credit in a single placement category no more than four times.)

Placement Category (check one):

- Student Organization Campus Ministry Campus Workplace Community Workplace
 Undergraduate Research Personal Wellness Group Community Agency Local Church
 Cardinal Athletic Team Professional Conference

Placement Site (name and location of organization, department, or church, etc.):

Site Name _____ Location _____

Placement Dates (must be within the semester and entail **at least 10 hours** of involvement):

From: ___/___/_____ To: ___/___/_____

Placement Description: (please describe your role and responsibilities in this placement):

TRANSFORMATIONAL OUTCOMES

Please check the areas in which you anticipate changes for yourself and/or others through this experience. You will reflect on these or other changes when your experience is finished. See the *Changes Planner* for details.

- Spiritual Intellectual Organizational Personal Local/Global Professional

TRANSFERABLE SKILLS & QUALITIES

Please check the type of skills or qualities you hope to develop through this experience that may be valuable in other settings. See the *Changes Planner* for details.

- Character Qualities Communication Skills Creative Skills
 Interpersonal & Teamwork Skills Planning and Organization Skills Management & Leadership Skills
 Research Skills Technical & Practical Abilities Work Ethic & Productivity

SIGNATURES

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Student Life Approval _____ Date _____

II. CHANGES Experiential Learning Assessment

Transformational Outcomes: Briefly describe one or two changes that have occurred as a result of this experience.

1. Type of Change <input type="radio"/> Spiritual <input type="radio"/> Intellectual <input type="radio"/> Organizational <input type="radio"/> Personal <input type="radio"/> Local/Global <input type="radio"/> Professional	Describe:
--	-----------

2. Type of Change <input type="radio"/> Spiritual <input type="radio"/> Intellectual <input type="radio"/> Organizational <input type="radio"/> Personal <input type="radio"/> Local/Global <input type="radio"/> Professional	Describe:
--	-----------

Transferable Skills and Qualities: List two or three skills or qualities (see Changes Planner) that were developed by this experience. For each item, please indicate your level of ability *before (X)* and *after (O)* this experience. Comment below.

Transferable Skill or Quality	Not Very Able	Some-what Able	Able	Quite Able	Very Able
1					
Comment:					
2					
Comment:					
3					
Comment:					

Please list your total hours of involvement this semester. _____ hours

Student Signature _____ Date _____

Advisors: Please provide additional comments/observations below after reading the student assessment. Thank you!

“I certify that the student has invested *at least* 10 hours of work during the academic term specified in this Contract.”

Advisor Signature _____ Date _____

The CHANGES Planner

The **Changes** component of the Co-Curriculum is designed to help you learn and grow through out-of-class experiences. While you can learn from most experiences, some may have more potential to bring change to your life and the lives of others. This is especially true if you have already planned to learn and to lead in a positive direction.

The benefits of an experience can come in two forms: **1) transformational outcomes** – how an experience changes you or others for the better and **2) transferable skills and qualities** – what you gain from an experience that can be valuable in other situations.

Please use this Planner to help you invest in opportunities that will be worth your time and effort. Employers and graduate schools will be interested in the opportunities you sought during college and what you took away from them. You may want to ask your academic advisor about the kind of out-of-class experiences that could be the most beneficial for your future.

I. Transformational Outcomes

ASK YOURSELF: Will this experience be transformational?

- Will it challenge or broaden my world view?
- Will it stretch me physically, emotionally, mentally, or spiritually?
- Will it place me outside of my current “comfort zone?”
- Will it require me to collaborate or communicate with others?
- Will it expose me to excellence?
- Will it help me develop new skills, positive attributes, or helpful behaviors?
- Will it create positive change for me as well as others?
- Will it allow me to explore my life purpose or potential?
- Will it offer me first-hand experience with an important social, environmental, or spiritual issue?
- Will it help me grow in my faith, understanding, or commitments?
- Will it give me an opportunity to serve, influence, or develop others?

ASK YOURSELF: What kinds of transformational outcomes do I hope to achieve?

Spiritual Outcomes

Will this experience help me or someone else to grow spiritually? What **spiritual changes** do I hope to see as a result of this experience?

Intellectual Outcomes

Will this experience help me or someone else to grow intellectually or become more knowledgeable about a subject or skill? What **intellectual changes** do I hope to create as a result of this experience?

Organizational Outcomes

Will this experience result in changes to an organization or office I am working with? What **organizational changes** do I hope to create as a result of this experience?

Personal Outcomes

Will this experience help me to develop physically, emotionally, or relationally? What **personal changes** do I hope to see as a result of this experience?

Local/Global Outcomes

Will this experience help make positive social or environmental changes in my community or world? What **local or global changes** do I hope to see as a result of this experience?

Professional Outcomes

Will this experience help me grow as an emerging professional? What **professional changes** do I hope to see as a result of this experience?

II. Transferable Skills and Qualities

ASK YOURSELF: What kinds of opportunities for developing valuable skills will this experience offer me?

Character Qualities | Will I be able to develop:

- Trustworthiness (honest, loyal, reliable, principled)
- Respect (polite, civil, tactful, tolerant)
- Responsibility (diligent, self-disciplined, accountable)
- Fairness (open-minded, impartial, consistent)
- Caring (compassion, empathetic, friendly)
- Humility (willing to learn from others and from your own mistakes or failures)

Communication Skills | Will I be able to:

- Speak effectively
- Write clearly
- Listen attentively
- Create visual messages
- Present ideas or information
- Provide appropriate feedback
- Persuade others
- Ask insightful questions
- Read non-verbal language
- Proofread or edit written material

Creative Skills | Will I be able to:

- Play an instrument or sing
- Act or mime
- Perform with a group
- Direct creative talent
- Develop an artistic ability
- Create a product or service
- Create or manipulate graphics and visuals
- Create a logo or slogan or marketing materials
- Design a publication or website
- Produce a video or multi-media presentation

Interpersonal and Teamwork Skills | Will I be able to:

- Develop trust and rapport
- Listen empathetically
- Deal with difficult people
- Serve clients or customers
- Convey feelings appropriately
- Facilitate a discussion
- Assert myself respectfully
- Motivate and affirm others
- Share credit and success
- Cooperate with others
- Understand and appreciate differences

Management and Leadership Skills | Will I be able to:

- Launch a new initiative
- Envision and promote change
- Anticipate a need or a problem
- Imagine alternatives or create solutions
- Take a risk or make a hard decision
- Manage or supervise others
- Chair group meetings
- Assume or delegate responsibility

- Manage conflict or negotiate an agreement
- Teach or train others
- Develop or mentor talent
- Sell an idea or product
- Include others in decision-making
- Deal with a crisis
- Develop policies

Planning and Organization Skills | Will I be able to:

- Brainstorm and select ideas
- Set goals and action steps
- Create a calendar or timeline
- Coordinate people, activities, and details
- Prepare for and manage risks
- Develop and maintain a budget
- Locate resources
- Follow through from start to finish
- Develop evaluation strategies

Research Skills | Will I be able to:

- Create and/or administer a survey
- Conduct interviews or a focus group
- Gather relevant information
- Summarize content
- Sort and analyze data
- Report findings
- Make projections

Technical and Practical Skills | Will I be able to:

- Repair machines or technical equipment
- Assemble or install machines or technical equipment
- Use tools or machines
- Drive and operate vehicles
- Master athletic skills
- Learn and utilize a software application
- Write a software application
- Landscape or farm
- Use scientific or medical equipment
- Prepare food institutionally or commercially
- Analyze and correct plumbing or electrical problems

Work Ethic and Productivity | Will I be able to:

- Keep records
- Demonstrate motivation and initiative
- Model and enforce policies
- Manage time well
- Handle details
- Work well under pressure
- Set and accomplish goals
- Meet deadlines
- Show up on time and stay on schedule
- Enlist the help of others
- Accept and carry responsibilities
- Prioritize and manage multiple tasks
- Improve the efficiency of a system
- Demonstrate flexibility or adaptability