

Significant Learning Worksheet (Course Objective Matrix)

Use this worksheet to identify specific competencies and learning outcomes as they directly relate to the portfolio. Please obtain an electronic copy at www.polk.edu/pla if needed in order to expand fields as needed.

Course Learning Objective:

Experience	Time spent in activity	Description of duties and activities	Learning outcomes as applied to course objective	Documentation Source (evidence of experience)
Employment, Work Experience, Assignments, Projects				
Workshops, Webinars, Training, Seminars, Professional Development				
Volunteer Activities, Community Service, Committees, Groups				
Military Experience/training				
Licenses (that do not qualify for articulated credit)				
Self-Directed Study, Independent Reading, On-line non-credit courses				
Recreation, Hobbies				
Awards				
Publications				
Travel				
Other (specify)				(to add fields hit "tab")

NOTE: For each course learning objective an experience must be applied and detailed.

For each experience being used in portfolio, the student must clearly specify:

- **What** the experience was: the time spent in activity; description of duties and activities and an indication of the level, and appropriateness of the activity in relation to the learning objective targeted.
- **How** it relates to and aligns with the **Learning Objectives** for the course targeted; how the learning is reflected beyond the experience itself.
- **Documentation** as evidence of the experience as used toward the course objective, and as an indication of the level and appropriateness of content.