



Division of Continuing Education and Extended Studies

College Credit Assignment Outline

PURPOSE: To assist participants' understanding and application of the content presented at this workshop as it relates to their workplace environments.

OBJECTIVES:

1. Apply the information and knowledge obtained from this workshop to your workplace environment.
2. Identify one best practice gained as a result of participation in the workshop.
3. Prepare a comprehensive report on the changes that can be implemented as a result of attending the workshop.

REPORT OUTLINE:

- I. Identify an institutional need at your facility related to the topic of the workshop
 - A. Identify the need through appropriate data collection/literature review.
 - B. Document the process and the need identified.
 - C. Identify the affected population.
- II. Plan an activity to meet this identified need.
 - A. Describe and plan an activity to deal with the need you have identified.
 - B. List objectives in operational or behavioral terms.
 - C. List each topic area to be identified and provide an outline of the content.
 - D. List the individuals responsible for implementation of this activity and their role.
 - E. Discuss implementation of the activity.
 - F. What type of strategies did you utilize for each topic?
 - G. Identify a timeframe to complete the activity.
- III. Evaluate the effectiveness of the project and make recommendations for future activities.
 - A. Evaluate the effectiveness of your project.
 - B. Did these results meet your expectations? Why or why not?
 - C. What future recommendations or modifications would you make to improve the outcomes of this activity?
- IV. Include a reference list and use citations.
- V. Final Report Due – two weeks from last day of workshop.

Report Guidelines: Write a report to address points in outline above. The report should be typed in a 12-point font, 1" margins, double spaced, and no more than 5 pages. Your audience will be the Lincoln University faculty in the appropriate departmental area. Please use these guidelines when writing your report:

1. **Focus:** A clear, controlling idea and sense of direction that responds directly to topic.
2. **Organization:** A logical progression of ideas and coherence – beginning, middle, and end.
3. **Development:** Strong support giving examples of personal experiences.
4. **Diction:** Mature and appropriate vocabulary, including originality and freshness of expression.
5. **Mechanics:** Excellent mechanics – no distracting errors or typographical mistakes.

SUBMIT YOUR COMPLETED REPORT BY JUNE 30, 2012 TO:

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