

## SUGGESTIONS FOR STUDENT EVALUATION OF LEARNING

Every UWW student must submit a Student Evaluation of Learning form for each learning experience completed as a matriculated UWW student. These forms, together with the Instructor's Evaluation of Student Learning, any narratives, and a list of courses completed prior to entering UWW make up your student transcript. Should you apply to graduate school to a professional program or for a job, this is the document that will be sent.

When you complete your Student Evaluation of Learning form, you have a unique opportunity to present yourself to prospective admissions committees and employers. You can show them not only what you studied, but how you think about your studies.

It should go without saying that these forms must be neat and well written. The heading for each form should be typed, and the body of the form should be typed or computer printed. Check your spelling and sentence structure. Use the vocabulary you have learned through the learning experience where it is appropriate. It is also important that your forms be comprehensive. Every form should include at least the following information:

1. Course or experience title.
2. Nature of experience (classroom course, independent study, internship, etc.)
3. Name and title of instructor or supervisor.
4. Brief description of content.
5. List of major topics covered or skills taught.
6. Required books and materials
7. Required assignments or duties.

One way to reflect how you think about your learning is to enrich the description of your experience by the inclusion of more detail on selected topics and an indication of how the experience met your own educational and personal goals, helped you set new goals or enhance your prior learning. Describe one of your papers, explain why you particularly enjoyed or profited from one topic of study or one book you read, or relate one area of focus from this learning experience to issues studied in another course you have taken. Remember, however, that the typical transcript reader is in a hurry, so be sure that the most significant information appears early in the form.

Help the reader understand the relationship you had to your instructor/ supervisor during this learning experience. Was it a lecture course, a discussion course or perhaps a combination of the two? If the experience was an independent study, how active were you in the design of the course? How often did you have contact with the instructor/ supervisor and under what circumstances? How did the instructor/ supervisor's pedagogical style affect the nature of the learning experience?

Expressing genuine enthusiasm for the course material and praise for the instructor/ supervisor is always appropriate. If your learning experience has been less than satisfactory, though, the Evaluation of Learning form also gives you an opportunity to express your disappointments or to describe the difficulties you experienced. This may be particularly important in a case where you anticipate a negative evaluation by the instructor/ supervisor. The Evaluation of Learning form can give "your side of the story". Be sure to do so with care and tact, however. Remember that a copy of the form will be sent to your instructor, and that it becomes a part of your transcript. What you say will reflect on you.