Learning Action Plan

—— CUNY Service Corps (Cohort 8) ——

Overview of First Day Tips & Semester Evaluation

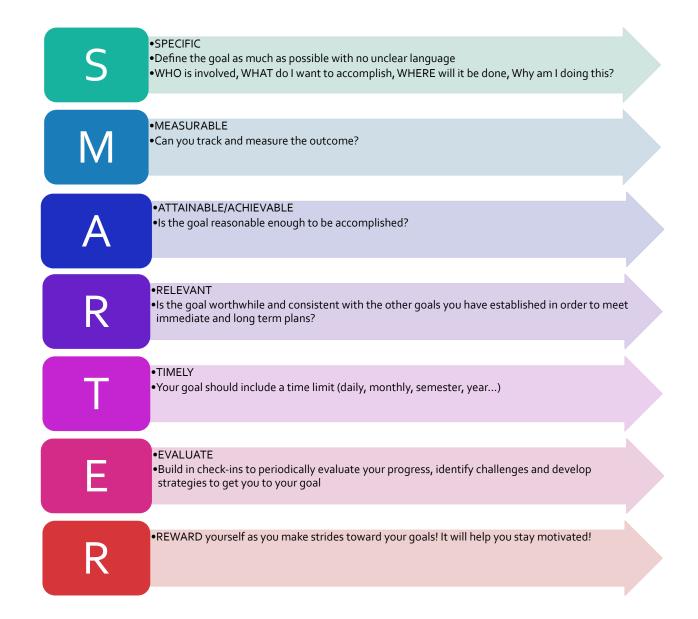
Supervisor Meeting Check List:

Always prepare ahead of time whenever meeting with your supervisor. Keep a running list of questions or items to check in about. Always bring notepad/pen.

- Organization/department goals and how you will contribute
- Preferred attire (if not discussed already)
- ☐ Learning Action Plan discuss this on the first day or set a time during that week
- Required tasks and deadlines
- Schedule (if not discussed already)

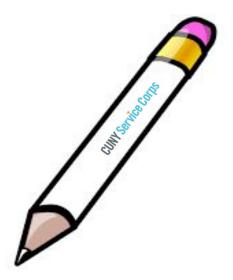
S.M.A.R.T.E.R. Goals

Definition





Knowledge



Example:

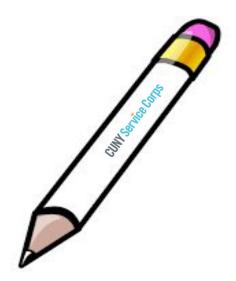
During my service this year I will increase my knowledge/understanding of issues facing NYC immigrants by completing one informational interview with an administrator at my placement during the fall semester to acquire more information about the challenges non-profits serving immigrants face.

Writing Prompt

What knowledge area will you increase during your service year? Please include how you will achieve this goal.



Skills



Example:

During my service this year I will improve my presentation skills by signing up for a PowerPoint workshop this fall and creating ONE PowerPoint per semester in relation to my work at my site with support and guidance from my site supervisor.

Writing Prompt

What is ONE skill you want to gain/increase/improve during your service year? Please include a concrete example of how you will achieve this goal?



Civic Engagement



Example:

During my service this year I will increase my understanding and commitment to NYC's immigrant communities by researching obstacles faced by DACA youth and identifying resources, actions, and groups that support DACA youth.

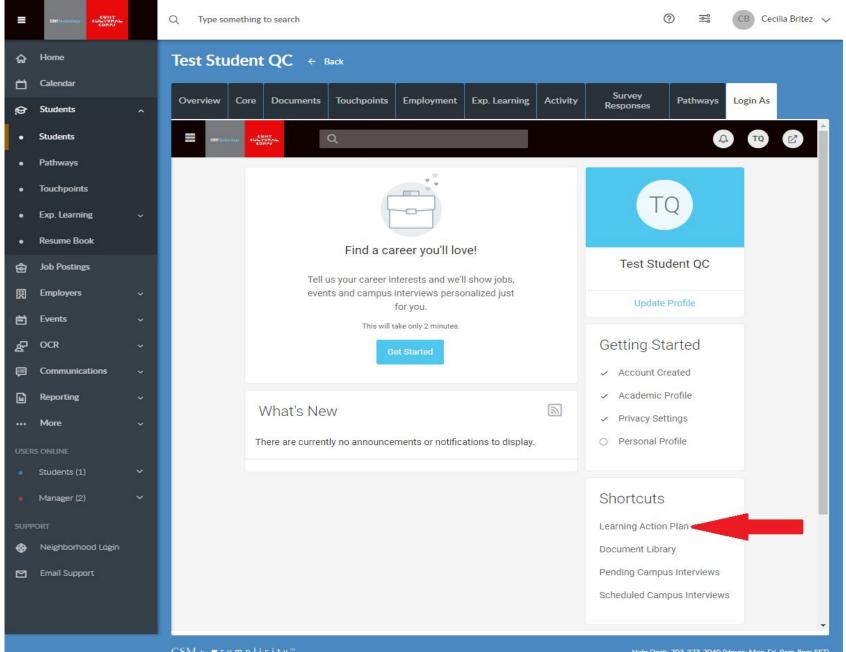
Writing Prompt

What community or demographic population will you increase your understanding and commitment to during your service year? Please include how you will achieve this goal.



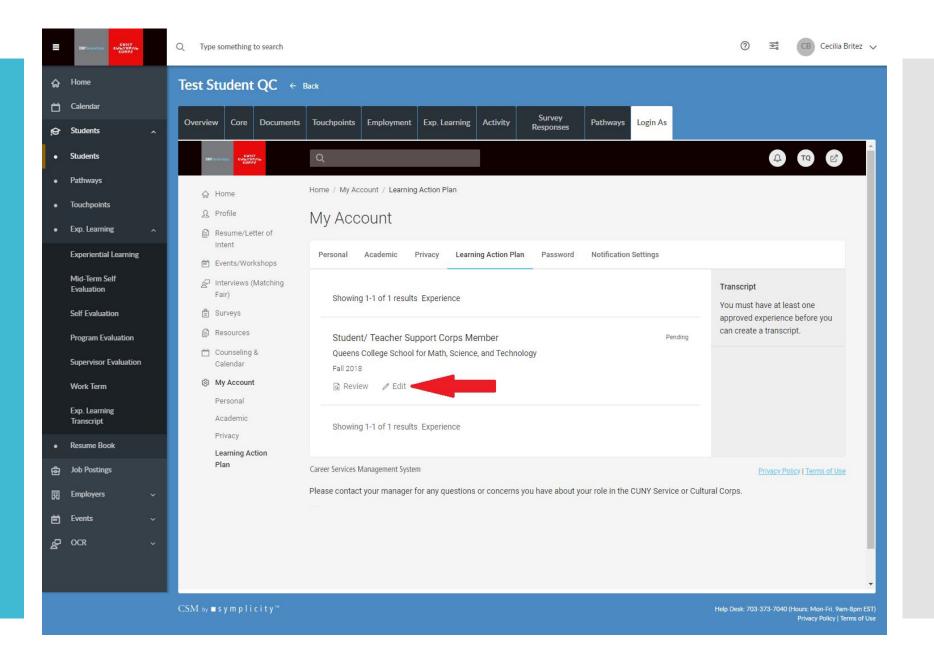
How to submit your Learning Action Plan

- Click on Learning Action Plan



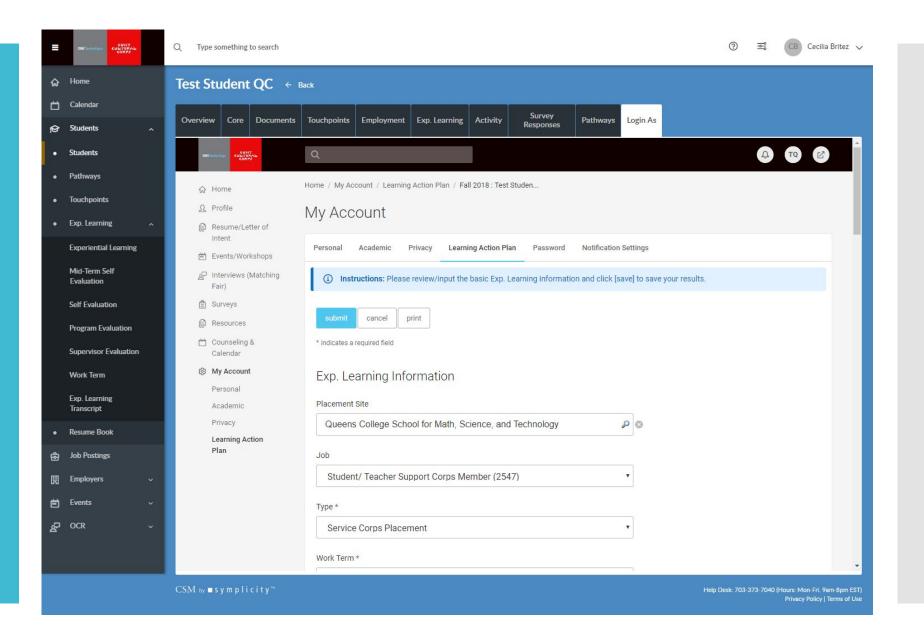
How to submit your Learning Action Plan

- Click on Edit



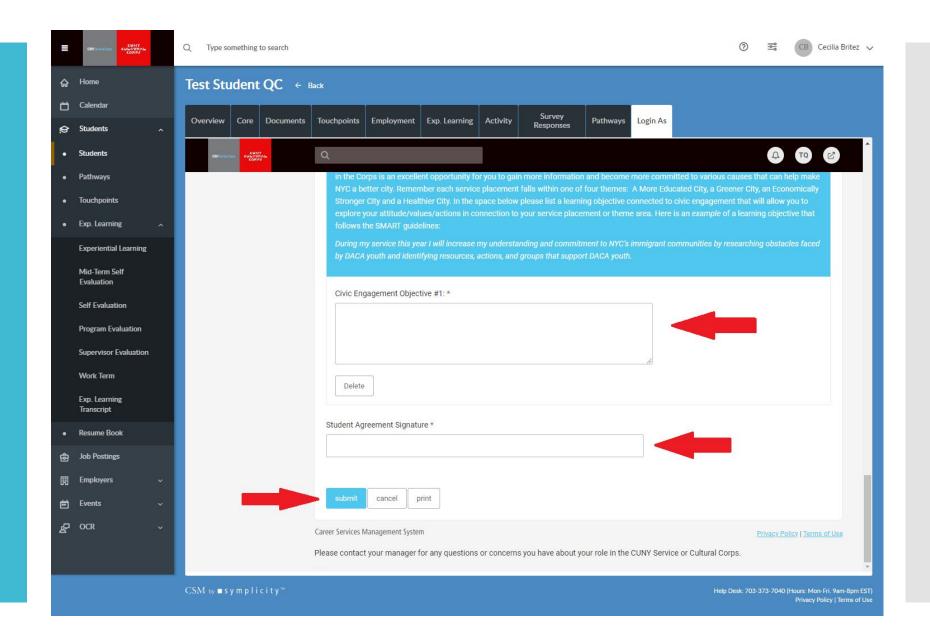
Fill out required information

Be sure to include your work schedule.



Submitting your learning Action Plan

- Using the instructions and examples, write your own LAP for the three different objectives.
- Sign electronically
- Submit



Followup

- If your LAP is denied for some reason, you will be sent an email asking you to edit your LAP. (Will also show in your notifications on Symplicity)
- Please follow the link in your email ASAP, make edits to your LAP and resubmit before **Friday, March 19th** deadline.
- If you do not receive an email by **April 1st,** you can assume that your LAP was approved.

