
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

The screenshot displays the user interface for 'Test Student QC' on the CSM by simplicity™ platform. The interface is divided into several sections:

- Navigation Menu (Left):** Includes Home, Calendar, Students, Job Postings, Employers, Events, OCR, Communications, Reporting, More, Users Online (Students 1, Manager 2), and Support (Neighborhood Login, Email Support).
- Top Navigation Bar:** Features a search bar, user profile (Cecilia Brites), and a 'Login As' button.
- Main Content Area:**
 - Overview Tab:** Contains a 'Find a career you'll love!' section with a 'Get Started' button and a 'What's New' section with no announcements.
 - Right Sidebar:** Includes a 'TQ' profile card for 'Test Student QC' with an 'Update Profile' button, a 'Getting Started' checklist (Account Created, Academic Profile, Privacy Settings, Personal Profile), and a 'Shortcuts' list.
- Shortcuts List:** Includes 'Learning Action Plan', 'Document Library', 'Pending Campus Interviews', and 'Scheduled Campus Interviews'. A red arrow points to 'Learning Action Plan'.

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Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)
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How to submit your Learning Action Plan

- Click on Edit

The screenshot displays the CSM by simplicity web application. The user is logged in as Cecilia Britz. The main navigation bar includes 'Overview', 'Core', 'Documents', 'Touchpoints', 'Employment', 'Exp. Learning', 'Activity', 'Survey Responses', 'Pathways', and 'Login As'. The left sidebar contains various navigation options, with 'My Account' selected. The 'My Account' page has tabs for 'Personal', 'Academic', 'Privacy', 'Learning Action Plan', 'Password', and 'Notification Settings'. The 'Learning Action Plan' tab is active, showing a list of experiences. The first entry is 'Student/ Teacher Support Corps Member' with a status of 'Pending'. A red arrow points to the 'Edit' button next to this entry. A 'Transcript' section on the right indicates that at least one approved experience is required to create a transcript. The footer includes the CSM by simplicity logo, help desk contact information, and privacy/terms links.

Fill out required information

Be sure to include your work schedule.

The screenshot displays a web application interface for 'Test Student QC'. The top navigation bar includes a search bar, user profile 'Cecilia Britz', and a 'Login As' button. The main navigation menu on the left lists various sections: Home, Calendar, Students, Pathways, Touchpoints, Exp. Learning, Experiential Learning, Mid-Term Self Evaluation, Self Evaluation, Program Evaluation, Supervisor Evaluation, Work Term, Exp. Learning Transcript, Resume Book, Job Postings, Employers, Events, and OCR. The 'Test Student QC' page has a breadcrumb trail: Home / My Account / Learning Action Plan / Fall 2018 : Test Studen... The 'My Account' page features tabs for Personal, Academic, Privacy, Learning Action Plan, Password, and Notification Settings. A blue instruction box states: 'Instructions: Please review/input the basic Exp. Learning information and click [save] to save your results.' Below this are 'submit', 'cancel', and 'print' buttons. A note indicates '* indicates a required field'. The 'Exp. Learning Information' form includes: 'Placement Site' (Queens College School for Math, Science, and Technology), 'Job' (Student/ Teacher Support Corps Member (2547)), 'Type *' (Service Corps Placement), and 'Work Term *'.

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Submitting your learning Action Plan

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

- Sign electronically

- Submit

The screenshot displays the 'Test Student QC' page in the Career Services Management System (CSM) by symplcity. The page features a dark sidebar navigation menu on the left with options like Home, Calendar, Students, Pathways, Touchpoints, Exp. Learning, Experiential Learning, Mid-Term Self Evaluation, Self Evaluation, Program Evaluation, Supervisor Evaluation, Work Term, Exp. Learning Transcript, Resume Book, Job Postings, Employers, Events, and OCR. The top navigation bar includes a search bar, a user profile for Cecilia Britz, and a 'Back' button. The main content area has tabs for Overview, Core, Documents, Touchpoints, Employment, Exp. Learning, Activity, Survey Responses, Pathways, and Login As. The 'Exp. Learning' tab is active, showing a text box with instructions and an example learning objective. Below this, there is a 'Civic Engagement Objective #1' field, a 'Student Agreement Signature' field, and a 'submit' button. Red arrows highlight the text box, the signature field, and the submit button. The footer contains the text 'CSM by symplcity', 'Career Services Management System', and 'Please contact your manager for any questions or concerns you have about your role in the CUNY Service or Cultural Corps.' along with links for Privacy Policy and Terms of Use.

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.

The screenshot displays the Symplicity user interface. At the top, there is a search bar and a user profile for Cecilia Brites. The main navigation bar includes tabs for Overview, Core, Documents, Touchpoints, Employment, Exp. Learning, Activity, Survey Responses, Pathways, and Login As. The left sidebar contains a menu with options like Home, Calendar, Students, Pathways, Touchpoints, Exp. Learning, Experiential Learning, Mid-Term Self Evaluation, Self Evaluation, Program Evaluation, Supervisor Evaluation, Work Term, Exp. Learning Transcript, Resume Book, Job Postings, Employers, Events, and OCR. The main content area is titled 'Test Student QC' and shows the 'My Account' page. The 'Learning Action Plan' tab is active, displaying a list of results for 'Experience' with one entry: 'Student/ Teacher Support Corps Member' at 'Queens College School for Math, Science, and Technology' for 'Fall 2018'. A notification pop-up is visible, stating: 'Your application for Student/ Teacher Support Corps Member (2547) with Queens College School for Math, Science, and Technology has not been selected.' Below the notification, it says 'Pending' and 'can create a transcript.' The footer includes 'CSM by Symplicity' and 'Help Desk: 703-373-7040 (Hours: Mon-Fri, 9am-8pm EST) Privacy Policy | Terms of Use'.