













**Administration of Justice (ADJ 196)-Occupational Work Experience  
LEARNING OBJECTIVES**

Objective	Outcome Measurement	Learning Process	FORMS	
			Word	PDF
To learn how to effectively, accurately and efficiently use the JALAN database system.	I will be able to input and extract information accurately and efficiently, with minimal need for assistance, according to my supervisor's observation.	1- Read instruction manuals 2- Observe supervisor and coworkers utilizing the JALAN system. 3- Utilize the JALAN system under observation of coworkers or supervisor; receiving feedback and making adjustments as needed. 4- Utilize the JALAN system on my own without error.		
To learn how to accurately complete, coordinate and organize a 4 week work schedule for employee shifts.	I will complete at least two schedules that are properly organized and planned, and with no errors, according to my supervisors feedback. Employees will express satisfaction with the results.	Observe supervisor scheduling 4 week work schedule; take notes on the procedure and critical things to look for. Build rough draft schedule; adjust where needed based on supervisors and coworkers feedback; construct final draft schedule. Review schedule with supervisor; receiving feedback and making adjustment as needed. Continue to seek supervisors review and feedback.		
To learn how to accurately and efficiently complete all paperwork required for my job.	I will complete all paperwork required for my job accurately and efficiently, with minimal need for assistance, according to my supervisor's and coworkers' observations.	Receive training from co-workers; review already completed files; be observed and receive feedback on the work I do; I will make corrections based on that feedback, and continue to ask for feedback until I am able to accurately complete paperwork without assistance.		

<p>To demonstrate an understanding and ability to comply with confidentiality rules and regulations.</p>	<p>I will have a log of situations in which confidentiality was in question. I will be able to answer any questions regarding the confidentiality protocol presented to me by my supervisors and/ or co-workers. I will comply with all confidentiality rules.</p>	<p>I will read the regulations and the agency's policies and procedures regarding confidentiality, and make note of sections of the confidentiality rules that are not clear to me, and obtain clarification from my supervisor. On a day to day basis I will make a note of situations where confidentiality is an issue and discuss these with my supervisor.</p>		
<p>To improve my professional conduct when dealing with the public.</p>	<p>I will behave in a manner consistent with established professional codes of ethics and standards of practice according to the observations by my supervisor, co-workers and the public.</p>	<p>I will read any materials provided or recommended to me by my supervisor regarding professional conduct, including but not limited to agency policies and procedures. I will be observed by my supervisor and co-workers regarding my conduct and will receive ongoing feedback on how I might increase my professionalism. I will keep a journal of my interactions with coworkers and members of the public that raise questions about what constitutes professional conduct and I will discuss these with my supervisor on a weekly basis.</p>		
<p>To accurately and efficiently use 20 key Spanish phrases and 50 words related to my job.</p>	<p>I will have a list of 20 phrases and 50 words. I will receive positive feedback from my supervisor and Spanish-speaking co-workers. My Captain will test me and sign off that I am able to use the words and phrases accurately.</p>	<p>After discussing terminology with my supervisor, I will make a list of the phrases and words I would like to learn. I will study the phrases and words and memorize them. I will make flashcards and study them so that I can say them, and also recognize when repeated back to me. I will use the words and phrases in the workplace, and make corrections in my usage based on the feedback I receive.</p>	