

## PRACTICUM FIELDWORK APPLICATION

DATE:	01/09/2025
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### ELFH 540 Program Exit Experience

Directions: Submit by **midterm semester prior** to semester in which practicum will be taken. Please note the instructor of record for the semester you plan to take the practicum and deliver your application to that person via e-mail. This is particularly important if Program Faculty are going to arrange the practicum experience. Be prepared to discuss the application the first night of class.

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PRESENT POSITION:	Flight Operation Officer	Student ID#	5560842
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SEMESTER:	Spring	CREDIT HOURS (2 to 8 as required by program):	3
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YEARS OF PREVIOUS PROFESSIONAL EXPERIENCE:	8 years
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1. Describe extent of your past experience in the following areas:

#### **Curriculum Analysis and Design**

List related coursework completed: ELFH 312, 411; list and describe material you have developed for workplace instruction. (expand table as needed). You describe your deliverables here; what did you produce for these 312 and 411? What was the hallmark assessments? What other documents or presentations did you create for these classes? Explain in good detail.

I am currently enrolled in ELFH 411: HR Fundamentals this semester, where I am learning key HR practices and their application in the workplace. The course has introduced me to essential concepts such as recruitment, employee development, performance management, and aligning HR strategies with organizational goals. I am also gaining an understanding of how to assess workforce needs, create job descriptions, and design effective onboarding programs. Additionally, we've focused on performance management systems, learning how to evaluate employee performance and provide constructive feedback. While the course is ongoing, I am applying these concepts through case studies and collaborative discussions. These experiences are helping me develop practical HR skills and an understanding of how HR practices can drive employee engagement and contribute to overall business success.
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#### **Instruction and Intervention Delivery**

List related coursework completed: ELFH 316, 460; instructor training through employer; training you have conducted for employer; other training you have conducted; voluntary presentations for professional organizations; coaching sports, etc. (expand table as needed). You describe your deliverables here; what did you produce for these 316 and 460? What was the hallmark assessments? What other documents or presentations did you create for these classes? Explain in good detail.  
Did you use the KSA's from these courses outside the organization?

In ELFH 316, I developed a strong foundation in designing and delivering instructional content. One of the primary outcomes of the course was a video presentation assignment, which significantly boosted my confidence in presenting material to an audience through video. The hallmark assessment involved preparing and delivering a 15-minute instructional video on a topic of our choice, where I was required to not only demonstrate my understanding of instructional strategies but also engage the audience effectively using different presentation techniques. I learned how to structure the content, use visual aids, and incorporate engaging elements to maintain viewer interest. This experience helped me refine my communication skills and gain confidence in creating instructional videos. Additionally, I created a facilitation plan for a hypothetical workshop. This deliverable included detailed objectives, planned activities, and a guide for how to effectively facilitate discussions and manage participant engagement during the session. I was also tasked with preparing assessments for participants to evaluate the effectiveness of the workshop and its alignment with the learning objectives. These activities helped me understand the importance of interactivity and learner engagement in an instructional setting.

**Instructor Training I have received:** (expand table as needed)

If you have received any instructor training, you should describe it here. Explain in good detail.

In my work experience, I have attended instructor training provided by my company, specifically focused on preparing me to become a trainer for aviation safety procedures and operational standards. This training was designed to equip me with the skills necessary to effectively conduct training sessions on critical topics, such as Weight and Balance procedures, flight safety protocols, and emergency response procedures. The program emphasized how to create clear, engaging content, manage training groups, and deliver information in a way that ensures all participants understand and apply the material. Additionally, it covered assessment techniques to gauge learner comprehension and provide constructive feedback. This experience has fully prepared me to step into the role of a trainer, boosting my confidence and ensuring that I am able to lead safety-focused training sessions that meet the high operational standards required in the aviation industry.

**Training that I have conducted:** (expand table as needed)

If you have conducted any training, this could be within or outside your organization; describe it here. Explain in good detail.

As a Flight Operations Officer, I have had the opportunity to conduct training sessions, particularly on the Weight and Balance procedure, a crucial element in aviation safety. In this role, I was the primary instructor, teaching both new and experienced employees how to properly calculate and manage the weight distribution of aircraft. The training covered essential topics such as the basics of weight and balance, how to use charts and manuals for calculations, the impact on aircraft performance, and regulatory compliance. I developed training materials, including presentations and practical exercises, to engage participants and ensure understanding. Through leading these sessions, I strengthened my ability to explain complex concepts clearly and gained valuable experience in facilitating safety-focused training in a professional setting.

**Media Production** (expand table as needed).

Media production could take many forms, creating videos, voiceover presentations or presentations using animation. Explain in good detail.

I have knowledge of various platforms for media production, including PowerPoint and Canva. With PowerPoint, I create dynamic presentations using text, images, animations, and transitions to engage audiences. I also use Canva to design professional graphics, infographics, and slides, utilizing its templates and design features to create visually appealing content. These tools have equipped me with the ability to produce a range of media, from simple presentations to engaging visual materials.

### **Evaluation and Change**

List related coursework completed: ELFH 332, 442, 577 or 578; list and describe experience related to measuring and evaluating learning, performance and change, etc. (expand table as needed)

You describe your deliverables here; what did you produce for these 332, 442, 577 or 578 classes?

Describe the hallmark assessments? What other documents or presentations did you create for these classes? Explain in good detail.

I am currently enrolled in ELFH 442: Supporting Organizational Change this semester, where I am learning how to evaluate and measure the effectiveness of organizational change initiatives. The course focuses on designing strategies to assess the impact of change on employee performance and organizational outcomes. As part of the coursework, I am working on a project to develop a change management plan, including creating key performance indicators (KPIs), designing feedback surveys, and determining methods for evaluating the overall success of change efforts. The hallmark assessment involves creating a comprehensive proposal, including evaluation tools like surveys, reports, and presentations to measure the impact of change on engagement and performance.

### **Training Supervision / Leadership**

List related completed coursework: ELFH 341, 490; list and describe experience related to supervising trainers; include work and voluntary settings. (expand table as needed)

You describe your deliverables here; what did you produce for these 341 or 490 classes? Describe the hallmark assessments? What other documents or presentations did you create for these classes?

Explain in good detail.

In ELFH 341 Manage Project Work, I worked on a project to develop and implement an advanced Robotic Baggage Handling System aimed at revolutionizing airport baggage transport. The project consisted of two core components: the Robotic Baggage Cart Transport and the Robotic Baggage Platform.

- Robotic Baggage Cart Transport: Automated the transit of luggage from the baggage counter to the aircraft using advanced sensors and navigation systems, reducing manual intervention, improving speed, and minimizing human error.
- Robotic Baggage Platform: Automated baggage storage within the aircraft, using algorithms and real-time monitoring to optimize space and ensure safe handling of varying baggage sizes.

Key deliverables for this project included:

- Project Scope & Description: Detailed the goals and timeline for the system's design and implementation.
- Stakeholder Analysis: Identified stakeholders such as airport management, baggage handlers, and technology providers.
- SWOT Analysis: Evaluated strengths, weaknesses, opportunities, and threats related to the project.
- Work Breakdown Structure (WBS): Organized the project into manageable tasks, including design, testing, and implementation phases.
- Cost Breakdown: Estimated resources and costs for the project components.
- Critical Path/Gantt Chart: Mapped out timelines for each phase of the project.
- Communication Plan & Risk Assessment: Developed strategies to keep stakeholders informed and mitigate potential risks.

This project gave me hands-on experience in leading a team through the full project management cycle, from planning to execution. It enhanced my ability to supervise and coordinate complex tasks, ensuring the project was completed on time and met its objectives.

### **Other**

List related completed coursework; ELFH 300; include experience in diversity and special needs, individual development, counseling, consulting, etc. (expand table as needed)

Describe the work in 300, which is work you have performed outside of U of L that helped you receive your deferred hours. Explain in good detail.

In ELFH 300: Prior Learning Assessment, I reflected on and documented the knowledge and skills I have gained through my work experience and training outside of the University of Louisville. This course allowed me to demonstrate how my professional experiences align with the competencies required for further academic development. Throughout my career, I have attended various training such as leadership management and these training programs enhanced my ability to manage projects, improve operational efficiency, and coordinate teams. In my role as a Flight Operations Officer, I have applied these skills in overseeing projects, managing resources, and leading teams. My hands-on experience in coordinating operations, ensuring safety protocols, etc. has been crucial in developing practical leadership and problem-solving skills. Through ELFH 300, I was able to formalize and connect this prior learning to my academic goals, aligning my professional development with my coursework at the University of Louisville.

2. Complete the Program Standards Self-Assessment – Pre and Post. Note the totals, means and change scores for each program goal.

You should complete the Program Competency Self-Assessment spreadsheet that you started in 300. You should then copy the pre and post scores for each of the sections.

<b>Goal</b>	<b>Pre</b>	<b>Post</b>
Goal Analyze Performance:	<b>E258 =-2</b>	<b>G258 =2.9</b>
Goal II Develop Intervention:	<b>E262 =1.6</b>	<b>G262 =2.95</b>
Goal III Implement & Evaluate Change:	<b>E268 =1.5</b>	<b>G268 =2.77</b>
Goal IV Manage & Lead:	<b>E274 =1.3</b>	<b>G274 =3.04</b>
Goal V Grow	<b>E281 =2.2</b>	<b>G281 =2</b>
Overall	<b>E285 =1.7</b>	<b>G285 =2.73</b>

3. From the list of experiences and the Standards Self-Assessment, identify areas where you would like additional experiences or need further development of your competencies. What additional experience or further development would you like to pursue? Explain in good detail.

From the list of experiences and the Standards Self-Assessment, I've identified several areas in Design and Learning where I'd like further development, particularly in needs assessment, curriculum design, and instructional material development. I aim to improve my ability to conduct needs assessments to better identify learning gaps and design programs that address specific learner needs. Additionally, I want to gain more experience in designing curricula and creating comprehensive learning structures that align with organizational objectives. I'd also like to enhance my skills in developing instructional materials that engage learners and improve retention, as well as improve my ability to integrate technology effectively into learning environments to support various learning styles. Finally, I want to strengthen my capabilities in managing and implementing projects, ensuring I can oversee all aspects of learning design, from planning to execution, while keeping projects on track.

4. Identify possible practicum sites that match Item 3. Indicate sites or let us know if you need help in locating one.

I have already applied for a practicum at Bullitt County Animal Control and Shelter, which I believe aligns well with my learning goals. This site provides an opportunity to work with community engagement and operational management, which is in line with the skills I am developing in Human Resource Management. However, I am still seeking additional practicum opportunities to broaden my experience and ensure a comprehensive learning experience. I would greatly appreciate any assistance or recommendations in identifying other potential practicum sites that match my areas of focus. Your help in finding another suitable placement would be invaluable to my academic and professional growth.

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Student Signature and Date

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University Coordinator and Date