

The summary paper is an opportunity for the student to demonstrate how new knowledge has been learned throughout the course. This is not the normal type of summary paper, nor is it a rehash of what was covered in discussions or an outline of the readings. You are to write a summary paper of no less than seven (7) pages single-spaced and not exceeding twelve (12) single-spaced pages. Be sure to use 1-inch margins and Times New Roman or Arial font. The paper should follow Kolb's Model of Experiential Learning. You must demonstrate that you have grasped the key concepts covered in the course and that you are able to use them and communicate them in a functional way.

Kolb's Model of Experiential Learning involves a four-step process:

The first step begins with the student's concrete experience. Concrete experience (CE) includes things like reading, consulting with others, personal research or talking with other students after the course.

The second step, Reflective Observation (RO) happens as the individual "steps back" from the experience, observes it, thinks about it and reflects. Reflection may involve noticing similarities or differences, patterns or results of certain actions.

Step three, based upon the individual's observations and reflections, the individual makes a generalization or formulates a principle, Abstract Concepts (AC) about what was observed.

Afterward the individual applies this principle or generalization Active Experimentation (AE), step four, to see if it holds true. This process leads to new concrete experience and the process begins all over again. The individual makes new observations and reflections; based on them, formulates or refines the principle and again applies this new knowledge.

Format for Writing the Summary Paper

The outline that follows illustrates the structure to be used in writing the summary paper. The paper must be computer typewritten and follow proper report writing format utilizing APA style.

Title Page

I. Introduction

II. Body of Summary Paper

A. 1st situation – Transition Paragraph

1. Concrete Experience (CE)
2. Reflective Observation (RO)
3. Abstract Concepts (AC)
4. Active Experimentation (AE)

B. 2nd situation – Transition Paragraph

1. Concrete Experience (CE)
2. Reflective Observation (RO)
3. Abstract Concepts (AC)
4. Active Experimentation (AE)

C. 3rd situation – Transition Paragraph

1. Concrete Experience (CE)
2. Reflective Observation (RO)
3. Abstract Concepts (AC)
4. Active Experimentation (AE)

III. Conclusion of Summary Paper

IV. References

Be sure to bold each heading. To help you in writing your summary paper, it may be helpful for you to ask yourself questions in each category of the model.

Some of these questions include, but are not limited to the following examples:

Concrete Experience

1. What did I do in this course? When? For how long? Why?
2. How many other students were involved? What did I do to make the ideas clear?
3. What techniques, methods, processes or procedures did I use? Why?
4. What were my goals and objectives? How did they influence my approach?
5. What resources did I use or have available?

Reflective Observation

1. What were my thought processes? What were the considerations, decisions, justifications, and rationale? What relationships have I noticed?
2. What did I notice? Trends? Patterns? Differences? Similarities?
3. What was important, significant, different, and unique?
4. What worked and what did not work?
5. What can I say in retrospect?

Abstract Concepts

1. What ideas, insights have I had? Can I look at my learning experience from a broad perspective and make generalizations from it?
2. What hypotheses, rules, laws, theories, principles have I formed to explain why this is, why this happens, why this works, or does not work, why this is the same or different, why this trend pattern or relationship exists
3. Is this explanation or theory appropriate for more than one situation?
4. Would this also be true or relevant for the other persons in other situations? How can this be applied?

Active Experimentation

1. Would my knowledge be useful in other situations? How?
2. Based on this knowledge, what have I done, or what would I do?
3. Can I make predictions based on my knowledge?
4. Have I tested my ideas, concepts, or those of others that I have learned? If not, can I guess what would happen? Why?
5. How does my knowledge relevant or significant? Late papers will not be accepted except where prior permission was given by the professor due to extenuating circumstances.