

LEARNING OBJECTIVES

WELCOME TO CO-OP! You will be required to develop specific goals or Learning Objectives each quarter you are enrolled in the Cooperative Education Program.

What is a learning objective?

Learning objectives refer to a set of statements that clearly and precisely describe a result you want to accomplish during your work term.

- Objectives should be stated in terms of the results you want to achieve. Ask yourself, "What do I want to be able to do at the end of the quarter that I can't do now"? -OR- "What do I want to know at the end of the quarter that I don't know now"?
- Objectives should be specific, reasonable, achievable, and measurable.

Is there only one kind of learning objective?

No. There are four types of learning objectives applicable to Co-op.

Career Orientation Objectives

These relate to your career goal or career growth. They could include career exploration through informational interviewing, observation, reading, and special topic research. (Written reports are included if you choose this type of objective.)

Skill Acquisition Objectives

These relate to developing new on-the-job skills or learning new tasks or concepts. They enable you to grow on the job, increase usefulness and improve performance.

Skill Application/Development Objectives

These relate to improving or developing your current skills. You might find aspects of your job that you can improve upon, or specific problems in the work area to be solved with measurable results.

Human Relations Objectives

These relate to improving communication and interpersonal skills that can create a more positive environment. You could choose to improve your ability to work with supervisors, fellow

workers, customers, etc., or improve your communication skills through public speaking, one-to-one dialogue, or listening to others.

How do I write a good learning objective?

By carefully reading the following steps, you will learn how to write an effective objective.

STEP ONE

Decide **WHAT YOU WILL ATTEMPT TO ACCOMPLISH**. Use action words which will communicate what you intend to do. Examples of action words and ideas are listed below:

Analyze data ...

Assume responsibility for ...

Compile statistical data ...

Create and/or Design new systems, plans, processes and methods of operation ...

Cross-train with co-workers to learn ...

Develop a working knowledge of ...

Evaluate clients, programs, services, etc...

Explain how ...

Guide ...

Implement new plans, procedures, or ideas ...

Improve the quality of ... or skills in ...

Increase level of output, amount of sales, etc...

Learn new techniques, procedures, etc...

Revise present policies, procedures, materials, methods ...

Teach others to ...

Train new employees, counselors, staff, etc...

Write correspondence, reports, scripts, promotional brochures, manuals, etc...

**E
X
A
M
P
L
E**

WHAT WILL YOU ATTEMPT TO ACCOMPLISH?

I will learn how to manage my time effectively. By the end of the quarter I will be able to set priorities, establish manageable goals, meet deadlines, and accomplish more work in less time.

STEP TWO

Decide **HOW YOU WILL ACCOMPLISH IT**. Explain how you plan to do what you said you would do. Examples of action words and ideas are listed below:

Receive training/instruction from my supervisor, co-workers or others.

Observe the task being performed by others.

Read/Study/Review reference manuals, tutorials, etc.

Research a subject area related to work or career goals.

Consult or Interview outside specialists.

Maintain a daily or weekly journal of activities.

Perform a task repetitively until it can be accomplished without supervision.

E

X **HOW WILL YOU ACCOMPLISH IT?**

A

M A. Read Time Management by P. Turla and K. Hawkins.

P B. Maintain daily "TO DO" lists.

L C. Set-up a tickler file.

E D. Establish a "routine"; practice self-control and discipline.

STEP THREE

Decide **HOW THE RESULTS CAN BE MEASURED**. Explain how your learning will be demonstrated and evaluated. Examples of action words and ideas are listed below:

Performance will be observed and evaluated by my supervisor.

I will produce a final product (report, notebook, journal, etc.) for evaluation.

My supervisor will evaluate my knowledge through questioning and/or testing.

E **HOW WILL YOU MEASURE THE RESULTS?**

X My supervisor will evaluate my ability to produce more work in less time. I will submit the following to my faculty coordinator:

M Daily "TO DO" lists, tickler file, and a short report outlining

P what I have identified as my own personal time wasters, as well as

L the timesavers I have implemented to do my job better

E and faster.