

## Learning Objectives

Your work term is an opportunity for you to apply your classroom knowledge, develop your skill set and clarify your career plans. One way to get the most out of your work term is by setting learning objectives for the term.

### What is a learning objective?

Learning occurs throughout your life and can take many forms. Learning objectives are one way to focus your learning towards specific outcomes. A learning objective is a written statement describing specific, **attainable** and measurable achievements that you want to accomplish during your work term. They can involve personal and professional goals.

### Why have learning objectives?

Individuals and organizations often set goals as a way of identifying the reasons behind the activities they are involved in. These goals can also be referred to as objectives. Preparing learning objectives enhance your work experience and learning in a number of ways:

- They show your employer that you are serious about learning during the work term.
- Learning objectives can help you get more out of your Co-op/Internship experience by identifying and focusing your learning.
- They provide you with a portfolio of learning outcomes resulting from your work term experience that you can later use to update your resume. This also helps give your Co-op/Internship experience more academic integrity by providing documentation of learning outcomes.

### How to develop learning objectives

- Prior to the start of your work term review the self-assessment of skills you did to prepare your resume. Consider your strengths and weaknesses.
- 2-3 weeks into the term review your job description and reflect on your day-to-day responsibilities
- When writing your objectives ask yourself the following questions:
  - What do I want to accomplish?
  - How will I accomplish my objective?
  - How will it be measured?
  - When will I accomplish it by?
  - Are my objectives specific, measurable, realistic and achievable within the context of my work and length of my work term?
- Once you have written your objectives review them with your supervisor.
- They should be reviewed throughout your work term and may need to be revised as you come to understand your role better.
- Learning objectives should be set for every four month work term.

### Learning Objective Examples

Learning objectives can include both technical and “soft” skills (eg. interpersonal and communication skills). Below are some examples to assist you in preparing your own.

- By the end of my work term, I will prepare and present a talk on the QA procedure at this company to my supervisor and team members. I will include at least two suggestions for improvements in my presentation.
- By the end of the work term, I want to improve my Java programming skills by attending in-house training sessions and reading a book. I will have my code evaluated by my supervisor to determine if my skills are improving.
- By the end of the work term, I will improve my verbal communication skills by speaking up and contributing my ideas during staff meetings. I will measure how my skills are improving by my comfort level and by how often I contribute ideas clearly and concisely.
- By the end of the work term, I will improve my initiative by asking my supervisor/team members if there is anything else I can do. I will seek feedback from my supervisor/team members for the work I have completed.

## Work Term Learning Objectives

Use the learning objectives exercise to write your objectives and have a copy of them for future reference during your work site visit. **At the end of each four-month work term period, submit a completed Work Term Learning Objectives form with your Performance Evaluation form** via email at [sscoop@ucalgary.ca](mailto:sscoop@ucalgary.ca)

Remember: the learning objectives you develop should:

- relate directly to your job assignment, and
- represent the job functions and duties you will be performing during your Co-op work term.

Name: \_\_\_\_\_ Program: \_\_\_\_\_

Company Name: \_\_\_\_\_ Work Term #: \_\_\_\_\_

Date: \_\_\_\_\_

### Personal Learning Objectives

Personal objectives include developing or improving interpersonal, communication or other social skills that allow you to work more effectively.

<b>Objective 1:</b>
<input type="checkbox"/> Accomplished <input type="checkbox"/> Somewhat Accomplished <input type="checkbox"/> Not accomplished
Comments:
<b>Objective 2:</b>
<input type="checkbox"/> Accomplished <input type="checkbox"/> Somewhat Accomplished <input type="checkbox"/> Not accomplished
Comments:

### Professional Learning Objectives

Professional learning objectives can include objectives aimed at practicing or improving a skill, learning a new task, or solving a specific problem with measurable results that would enable you to improve your work performance.

<b>Objective 1:</b>
<input type="checkbox"/> Accomplished <input type="checkbox"/> Somewhat Accomplished <input type="checkbox"/> Not accomplished
Comments:
<b>Objective 2:</b>
<input type="checkbox"/> Accomplished <input type="checkbox"/> Somewhat Accomplished <input type="checkbox"/> Not accomplished
Comments: