



Work Experience Education Program Developing Learning Objectives

New and expanded learning objectives must be identified by the student each semester and must have the following four key elements to be acceptable:

1. **What is the task to be accomplished?** (list what you would like to achieve during your internship)
2. **How will it be accomplished?** (state how you plan to achieve each objective)
3. **How will it be evaluated (measured) and by whom?**
4. **When will it be completed?** (give the last date of class meeting)

When you have a clear definition on how to set learning objectives, it is easier to achieve them. Using SMART goals is a great way to help you succeed in identifying those objectives.

Routine Objectives

What? Develop a 90% - 95% operating index, which is desirable by bank standards. **How?** By determining and encouraging more effective staff utilization.

Measure? By whom? Supervisor to evaluate by comparing monthly computer print-outs and reporting on operating index.

Compleat on date? To be completed by (enter semester end date).

Personal Objectives

What? Increase typing speed from 35 wpm to 50 wpm with less than five errors. **How?** Through practice and weekly, timed five-minute typing tests.

Measure? By whom? Demonstrate skill to supervisor via timed five-minute test. **Compleat on date?** To be completed by (enter semester end date).

Problem Solving Objectives

What? Develop recommendations for ways of reducing equipment failures.

How? By investigating all equipment failures to search for other causes of failure.

Measure? By whom? Recommendations will be made to the supervisor regarding cause and effect of equipment failures.

Compleat on date? To be completed by (enter semester end date).

What? Devise a safety checklist.

How? By investigating all accident reports and gathering data.

Measure? By whom? Demonstrate effectiveness of safety precautions as reflected in accident reports to supervisor.

Completion date? To be completed by (enter semester end date).

Creative Objectives

What? Create a test to run on hot-gas valves to ensure reliability.

How? By examining the present procedure and the steps involved.

Measure? By whom? Demonstrate the effectiveness of the new test in comparison with present methods. Supervisor to evaluate through observation and testing.

Compleat on date? To be completed by (enter semester end date).

Other Sample Objectives:

1. Increase sales by 10 per cent. To be accomplished by selling related products, developing increased product knowledge, and by studying various sales-oriented manuals and books. Supervisor to evaluate through review of sales receipts. Completion date of (enter semester end date).
2. Establish filing system for office operations. To be done by practical application of current and new skills, working with supervisor, locating space, and researching the best system to use. Supervisor to evaluate through observation and inspection of new system. To be completed by (enter semester end date).
3. Increase efficiency in stocking shelves. To be done by developing an organized system, making full use of time, and by consultations with supervisor. Evaluation to come from supervisor through inspection and observation. Completion date of (enter semester end date).
4. Create reading and writing lesson plans for third graders. To be done by actual experience, instruction from supervisor, and applying current classroom knowledge. The supervisor will evaluate by reviewing lesson plans. Completion date of (enter semester end date).
5. Perform research on 10 different law cases and write a brief on each one. To be done by reading, working with supervisor and co-workers, and through instruction. Supervisor to evaluate each brief. To be completed by (enter semester end date).
6. Demonstrate practical working knowledge and skills in the makeup of chemical solutions. To be accomplished through study, practice, and instruction from supervisor. Evaluation to take place by supervisor through the testing of the solutions. Completed by (enter semester end date).
7. Develop basic engineering knowledge and practical skills in regard to concrete construction. Supervisor to assist through instruction and company written materials. Evaluation by supervisor through inspection with a completion date of (enter semester end date).