

How to Write Workplace Learning Objectives

Objectives Must Be S.M.A.R.T.

1. **Specific:** Make sure you state *exactly* what will be accomplished.
2. **Measurable:** Include quantitative statements such as: 95%, 7 out of 10, once a day, or within 20 minutes.
3. **Action-oriented:** Focus on action.
4. **Realistic:** Allow time for personal and professional constraints when choosing a completion date.
5. **Timely:** However, you must aim to complete your project during the semester, well before the date the project paper is due.

How do you write your objective?

STEP A: **WHAT** will you learn & **HOW** will you learn it?

- a. Describe the goal by beginning the sentence with an “action” word (*i.e.* - *demonstrate, create, develop, etc.*)
 - b. Describe how the goal will be accomplished using the word “by” to connect the two components (*i.e.* *by making, by gathering, by writing, etc.*)
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STEP B: **WHO** will evaluate the project and **HOW** it will be evaluated

(*i.e.* – *Supervisor to evaluate through examination and use of spread sheet; through examination of responses; through examination of results; by comparing pre-objective data to post objective data.*)

STEP C: **WHEN** will the project be completed (usually last week of the semester).

(*i.e.*) - *To be completed by (last meeting date of the Coop Ed class)*

STEP D: COMBINE STEPS A, B, & C INTO 1 LEARNING OBJECTIVE AND WRITE BELOW:

STEP E: REPEAT STEPS A, B, & C TO DEVELOP A DIFFERENT SECOND OBJECTIVE AND WRITE BELOW:

STEP F: REPEAT STEPS A, B, & C TO DEVELOP A DIFFERENT THIRD OBJECTIVE AND WRITE BELOW:

STEP G: Now that you have written your Workplace Project Objective(s) you must also do the following:

- Transfer your 3 learning objectives on the LATTC Cooperative Education **Agreement Form**
- Meet with your **supervisor** for signature and date
- Meet with your **Coop Ed instructor** for approval of your Learning objectives

Examples of Workplace Objectives

Animation

"Develop 10 character designs for use in an animated show by learning to adapt to studios specific art style. Supervisor to evaluate character designs for quality and creativity. To be completed by December 1st."

Culinary Arts

"Improve knife skills by chopping and prepping different foods in restaurant kitchen. Chef to evaluate progress through examination of finished product. To be completed over next 8 weeks by December 10th."

Early Childhood Education

Teach at least 50% of the children attending my preschool class how to write their names by using tracing and printing activities. Supervisor to observe and evaluate if seven students can write their names independently by December 6.

Education

"Create study guide for Psychology 225 class exam to include main ideas of chapter and vocabulary terms. Professor to evaluate study guide for completeness and accuracy. Completed by November 22nd."

Graphic & Multimedia Design

"Design Financial Report layout by using Adobe Creative Suite software in combination with company style guide. Supervisor to evaluate based on use of color, copy and overall design. Completed by October 31st."

Healthcare

"Research different types of pain and resources to utilize for coping with pain and create guide for patients to include 5 resources in 3 different regions. Supervisor to review guide for accuracy and quality of resources. Completed by November 22nd."

Music

"Compose a music cue for a short video by using the techniques and programs utilized at the workplace. Supervisor to evaluate through examination of composition criteria and value. To be completed by November 2."

Marketing

"Maintain and organize press hits on the internet into a filing system by sorting through Google alerts daily. Supervisor will evaluate ability to organize all vital data into filing folder by deadline. Completed by November 22nd."

Radio

"Learn the technical aspects of the radio show by training on the operation of the sound board. Supervisor to observe and evaluate ability to work soundboard accurately. Completed by November 22nd."

Sales/Restaurant

"Increase sales of deserts by 30% in 3 weeks by suggesting desert to all tables at my stations. Supervisor to evaluate progress through examination of cash out reports. Completed by November 21st."

Sign Language

"Increase time able to interpret in 'hot seat' from 5 to 30 minutes with minimal self-correction by practicing with mentor. Progress evaluated by mentor by comparing interpreting in 'hot seat' at beginning of term to end of term. Completed by November 22."

"Increase sign processing accuracy by 90% over 6 weeks by interpreting lectures. Supervisor to evaluate progress by reviewing video of interpreting from 'cold' week one to 'hot' week six. Completed by November 1."

Television/Film Production & Development

"Create a sports highlight reel by covering high school sports events in the SCV. Supervisor to evaluate for quality and viability for air. Completed by November 30th."

"Learn how to read and evaluate scripts for potential development. Supervisor will evaluate ability to concisely and thoroughly cover and assess scripts based on assigned criteria. Five scripts to be completed by November 10th."

Welding

"Create a series of skid platforms by following specific blueprints and welding them together correctly. Supervisor will examine completed platforms by checking dimensional specifications according to the prints. Completed by September 28th."