

WRITING LEARNING OBJECTIVES

PURPOSE

Cooperative Education is a course that is customized for you and your worksite. The learning objectives outline what you will learn in the course.

You will discuss potential objectives with the worksite supervisor. You must ask, "What do I want to learn?" and the supervisor will determine if it will be possible to learn it on the job. Instructors, J & I specialists or supervisors may have suggestions for appropriate objectives.

CONTENT

Objectives may focus on various types of learning:

- Practicing skills and applying knowledge learned in class.
- Learning new skills or acquiring new information.
- Enhancing attitudes or motivation.

Duties or activities will be planned for each objective. What activities or duties will give you an opportunity to accomplish each goal? Objectives should be clear and specific. Consider how progress will be measured. At the end of the term the supervisor will be asked to evaluate whether you met the objectives.

A FEW EXAMPLES FROM VARIOUS WORKSITES

- 1 Objective:** Perform maintenance and repairs, servicing suspension and steering systems on heavy duty trucks and other vehicles.
Activity: Complete suspension and steering jobs under supervision of journeyman technician.

- 2 Objective:** Increase client contact in the corrections field.
Activity: Each week perform four interviews, and make a minimum of four telephone contacts.

- 3 Objective:** Learn how the company writes the Scope of Work on a project.
Activity: Assist in the development of a Scope of Work that is concise and incorporates protective inclusions/exclusions for a project. Participate in presentation of project deliverables.

- 4 Objective:** Assess needs and desires of the clients and evaluate sites with regards to those objectives. **Activity:** Interview clients and define design program. Measure and analyze sites.

- 5 Objective:** Practical, hands on experience with Windows set-up and tuning.
Activity: Set up PC software, including upgrading printer drivers, setting or adjusting swap files, File Manager proficiency, application installation or activation.

- 6 Objective:** Gain speed and accuracy in performing warranty servicing of medical equipment..
Activity: Complete warranty work under supervision of journeyman technician. Document complete servicing.

- 7 Objective:** Assist office transition from Outlook calendar to Google calendar.
Activity: Transfer currently scheduled events to Google calendar, and start scheduling all future office activities using Google calendar.

