

# Writing Learning Objectives

A requirement of the Cooperative Education Program is that a student pursue a planned program of work-experience education which includes new or expanded learning opportunities beyond those required as part of normal job duties or regular classroom work.

## The What, Why and How of Cooperative Education Learning Objectives?

1. *What is a Cooperative Education Learning Objectives?*  
A co-op learning objective refers to a set of statements which clearly and precisely describe what it is that you intend to accomplish during your work term.
2. *Why Have Learning Objectives In A Co-op Program?*  
Cooperative Education is primarily an academic program. It is designed to enhance your education. Learning objectives are one of the most effective methods yet devised to assess the extent and value of this learning.
3. *How Do You Develop and Write Your Learning Objectives?*  
Start by reviewing your career objectives and the Learning Objectives Planning Sheet. Give consideration to new skills that can be gained, good work habits that can be established and attitudes that can be examined. Avoid broad, general objectives and try to confine them to those which can be accomplished during the quarter.

## Instructions and Suggestions for Objective Preparation

After you are accepted for your cooperative education field experience and know where your training site will be, you may want to follow these steps in preparing your objectives.

1. Spend some time at your training site and observe everything that is happening, equipment available, all the employees, the physical arrangement of things, the attitude of people, and the training site in general. Also, consider your classroom work, studies, labs, and career goal.
- 2 Learning objectives may be developed for one or more of the following categories.
  - a. Things of a general nature (career orientation).
  - b. Things that are new to you, but apply to your present or future interest (skills acquisition or problem solving).
  - c. Things that you know about, but with more practice you could be more comfortable with (skills application).
  - d. People, things, and attitudes and general feelings you hear, see, feel, or observe (human relations).
  - e. A specific activity or duty that your immediate supervisor wants you to work on (job implementation).
  - f. Things you just cannot quite put into a section with which you would like to work.

# Learning Objectives Planning Sheet

INSTRUCTIONS: Use this sheet to list ideas that may be useful in developing your learning objectives.

1. What equipment is available that may interest you?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
2. What specific skill or knowledge do you wish to learn during the quarter?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
3. What classroom knowledge do you want to apply or test in the work environment?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
4. What are some things your employer/supervisor believes you should learn?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
5. What are some general items of particular interest to you?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
6. What specific human relations skills do you need to develop or improve upon?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

NOW...

Review the above ideas and decide which have the greatest potential for learning objectives. List some general learning objectives and discuss them with your employer/supervisor and instructor-coordinator.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Now that you have identified some areas for learning objectives use the following Learning Objective Worksheets to write objectives for yourself. The number of objectives you write will depend upon the number of credits you are registered for and what your instructor/ coordinator requires.

The following are a few examples of both right and wrong ways to write objectives.

Examples of Measurable Learning Objectives.

WRONG	RIGHT
I will learn how to use my company's micro computer system.	By December 1, I will be able to bring on-line and operate my company's micro computer.
I will evaluate the effectiveness of my company's advertising.	By the end of the quarter, I will compose, duplicate, distribute, evaluate, and report on a survey relating to my company's advertising.
I want to learn how to deal with grouchy people.	I will develop four different, cheerful conversation techniques and briefly describe each in a notebook. I will record reactions of grouchy people to these techniques and report by June 13.
I want to assist some children to learn a new skill.	By mid-term, I will have taught a group of at least ten children ball throwing athletic skills, and have them demonstrate their skills by achieving at least a minimum score which I will determine as a proficiency level.



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**STUDENT**  
 Establish objectives by the end  
 of the **2nd week** of the quarter.

# COOPERATIVE EDUCATION LEARNING OBJECTIVES WORKSHEETS

QUARTER:  FALL  WINTER  SPRING  SUMMER Date \_\_\_\_\_

Student \_\_\_\_\_ Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Co-op Program \_\_\_\_\_ Instructor/Coordinator \_\_\_\_\_

**Instructions:** List the objectives you wish to accomplish this quarter while at your cooperative education training site. The number of objectives you establish is not as important as the significance of each objective and the time required to complete them. Write at least three objectives. Your instructor/coordinator may require that you write more than three objectives based upon the number of credits you are registered for. Check with your instructor/coordinator to determine the number you need to write.

Write your objectives and the steps necessary to accomplish the objective. Refer to page 14 for directions on establishing your goals.

**Objective 1** (What will you do?)

By \_\_\_\_\_, I will \_\_\_\_\_  
 Date \_\_\_\_\_

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Steps to accomplish: (How will you do it?)

Student's name \_\_\_\_\_

**Objective 2** (What will you do?)

By \_\_\_\_\_, I will \_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps to accomplish: (How will you do it?)

**Objective 3** (What will you do?)

By \_\_\_\_\_, I will \_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps to accomplish: (How will you do it?)

Student's name \_\_\_\_\_

**Objective 4** (What will you do?)

By \_\_\_\_\_, I will \_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps to accomplish: (How will you do it?)

**AGREEMENT**

We, the undersigned, agree with the validity of the learning objectives listed. The employer and the college agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved for the student's field experience.

There are three participants in the Cooperative Education venture. The student agrees to abide by the Cooperative Education and employer guidelines. The supervisor will evaluate the student's performance objectives at the end of the grading period. The instructor-coordinator will award academic credit and a grade for work successfully completed.

\_\_\_\_\_  
Student's signature Supervisor's signature

\_\_\_\_\_  
Coordinator's signature

White—Instructor / Coordinator

Yellow—Student

Pink—Employer / Supervisor