LEARNING OBJECTIVES

With the supervisor, during the first week of the work term, the student develops the learning objectives for the work term. The learning objectives that you develop should be: **S**pecific, **M**easurable, **A**greed upon, **R**ealistic, and **T**imely. (SMART) Each learning objective should answer the following questions:

- What is the task to be accomplished?
- How will it be accomplished?
- How will it be measured/evaluated and by whom?
- When will it be completed?

A good guideline would be for students to develop from 4 to 6 personal and professional objectives for each work term.

- Personal - include developing or improving interpersonal, communication or other social skills that allow students to work more effectively.
- Professional - include objectives aimed at practicing or improving a skill, learning a new task, solving a specific problem with measurable results or other professional objectives that would enable students to improve their work performance.

The personal and professional objectives can fall into hard skills, soft skills or a task-based objectives.

Hard skill-based example:
"By the end of the work term, I will be proficient in the use of xx software. I will learn by completing tutorials and solving problems assigned by my supervisor. My supervisor will evaluate me on the basis of problems completed during the term."

Task based example:
"By July 4th, I will research and produce a (report/policy/etc.) for my organization that abides by all pertinent law. I will communicate my findings to my employer and make it available publicly on their website."

Soft skill-based example:
"By undertaking these tasks, I will refine my communication by clarifying the needs of the customers and working to meet these needs."

Please submit your learning objectives to the Biology Placement Officer by the end of the second week of your co-op.

Jennifer Kerswill
Biology Placement Officer
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LEARNING OBJECTIVES

Name: Student Number:

Email address:

Employer:

Position:

Hard Skills:

Task Based:

Soft Skills: