

## **Brock Co-op Programs**

### **Developing Learning Objectives**

Your Co-op experience should be more than just a job. While on your work term, you must set realistic, specific and measurable goals. Disciplined, methodical thinking is a critical component of the mental transition required as you go from school to work term and back again. Establishing learning objectives will enhance your life skills and help you assume greater responsibility for your own education. You'll want to relate your classroom knowledge to the work place and to determine how this fits with your career plans.

Begin thinking about your learning objectives prior to the start of your work term. You should already have an idea of why you wanted to pursue a Co-op experience in the first place, so you can use that as a “jumping off point”. Spend the first **two – three** weeks of your work term becoming familiar with your new role, surroundings, colleagues and company policies and procedures. Once you're comfortable and understand what is expected of you, you are ready to develop and/or finalize your learning objectives/goals (i.e. what you hope to gain from the Co-op experience) and align them with the requirements of the job and the needs of the organization. **Write** them down. Discuss them with your supervisor and relate your job goals to your personal goals. We will be asking both you and your supervisor about these objectives at the site visit.

Things to consider when setting objectives:

- The opportunity for personal growth
- Establishing, defining or confirming career objectives
- Developing, and acquiring new skills, refining good work habits and attitudes
- Setting realistic expectations of what you want to achieve from the experience
- Training and /or assistance required to help achieve these objectives
- Being open to and accepting of the expertise and advice of colleagues
- Be prepared to discuss your learning objectives at the work site visit

## Learning Objectives / Performance Management Template

Name \_\_\_\_\_ Student # \_\_\_\_\_ Academic Program \_\_\_\_\_

Company \_\_\_\_\_ Position/Title \_\_\_\_\_ Date \_\_\_\_\_

### Example:

<b>Objective: Write your objective here</b> – this can be a personal objective and/or a professional/departmental objective. e.g., Become confident in my ability to do my work, speak up in meetings and/or make suggestions for recommendations and offering opinions.				
<b>Action Plans</b> Detail each step required to accomplish the objective.	<b>Support</b> With whom do I need to partner to complete the tasks?	<b>Timeline</b>	<b>Measures of Success</b> How will I know if I'm working successfully? Feedback?	<b>Status</b> What have I done so far? What has been my key learning?
<b>Activity/Task:</b> Embrace every opportunity to learn and become as knowledgeable as possible about my role, the mandate of the department, and the mission of the company	Supervisor, co-workers, trainers, colleagues in other departments	By end of 1 <sup>st</sup> month and on- going	I'm not asking as many questions I worked through a task independently Others are now asking me questions Supervisor has commented on my progress I feel more confident	Assisted a co-worker with the design of a new form by offering suggestions for layout and feedback on content  Completed a testing procedure independently  Confidently gave a status report in a team meeting
<b>Activity/Task:</b> <b>Improve shyness and being intimidated by others to boost confidence levels</b>	Co-workers, supervisor, colleagues	On-going	I join in and am included more readily in spontaneous discussions with co-workers I'm more comfortable approaching people to ask questions or speak informally	I make a point of chatting with co-workers every morning I have invited co-workers to lunch occasionally I have asked my supervisor for feedback

**Objective: Write your objective here** – this can be a personal objective and/or a professional/departmental objective. e.g., Take advantage of networking opportunities to increase industry contacts.

<b>Action Plans</b> Detail each step required to accomplish this objective.	<b>Support</b> With whom do I need to partner to complete the tasks?	<b>Timeline</b>	<b>Measures of Success</b> How will I know if I'm working successfully? Feedback?	<b>Status</b> What have I done so far? What has been my key learning?
<b>Activity:</b> <b>Networking</b>	<ul style="list-style-type: none"> <li>Identify a minimum of 3 senior professionals with whom I would like to meet and learn more about their areas/career path</li> </ul>	On-going	<ul style="list-style-type: none"> <li>Successfully coordinate at least one meeting with each of these 3 managers/directors</li> <li>Take business card and follow up post-meeting</li> </ul>	<ul style="list-style-type: none"> <li>Have met with X people and have learned more about X department and required experience and credentials for career growth</li> </ul>

<b>Action Plans</b> Detail each step required to accomplish this objective.	<b>Support</b> With whom do I need to partner to complete the tasks?	<b>Timeline</b>	<b>Measures of Success</b> How will I know if I'm working successfully? Feedback?	<b>Status</b> What have I done so far? What has been my key learning?
<b>Activity:</b> <b>Presentation Skills</b>	Supervisor, colleagues, co-workers	By end of 2 <sup>nd</sup> month	<ul style="list-style-type: none"> <li>Am creating/developing a presentation either independently or as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Created a template using Powerpoint</li> <li>Researched topic</li> <li>Scheduled date for presentation</li> </ul>
			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
			<ul style="list-style-type: none"> <li></li> </ul>	

You can copy and add the sections of this template as necessary to accommodate as many objectives/goals as required.

**Note:** These objectives, action plans and measures of success listed on the template are only **examples** of how to complete this document. Think carefully about your individual development plans to maximize your experience. Upon completion, share with your manager to demonstrate leadership in your own development.

**Examples of additional learning objectives are listed in Addendum 1 below.**

**Send a copy of your goals template/learning objectives to the Co-op Office by email to [co-op@brocku.ca](mailto:co-op@brocku.ca) no later than 5 weeks into your work term. Save as an MS Word attachment and use the following format as your file name and in the subject line of your email.**

**StudentID#\_lastname\_firstname\_Program\_Workterm#\_Learning Objectives**

**Please note that Learning Objectives are to be submitted for each/every work term.**

## **Addendum 1**

### **Examples of Learning Outcomes for Co-op Work Terms**

- Develop interpersonal skills through working effectively within a diverse team
- Enhancing communication skills when dealing with upper management and/or clients
- Develop/enhance customer service and/or public relations skills
- Demonstrate organizational skills by planning or co-ordinating an event
- Overcome fear of public speaking by facilitating meetings or leading presentations
- Conduct independent research and analysis to solve problems or make decisions
- Enhance ability to multi-task by managing time effectively and meeting deadlines
- Demonstrate and/or enhance ability to lead by independently managing a project on time and on budget
- Demonstrate technical ability by learning and using new applications
- Develop or test software
- Design or implement a program
- Maintain or develop a website
- Produce or maintain documentation
- Run lab experiments independently and document findings

- Understand and become competent at completing audits
- Learn to write professionally and concisely
- Analyze financial statements to determine risk of extending loans
- Acquire advanced product knowledge to facilitate and increase sales
- Analyze procedures/processes and make recommendations for improvement
- Be open to new experiences that are out of comfort zone
- Train or facilitate another person's learning
- Demonstrate a positive, professional and eager demeanour at all times
- Develop an appreciation for the culture of the organization and become familiar with policies and procedures
- Be gracious and accepting of feedback whether positive or constructive and learn from it
- Other