

## Learning Objectives

To make the most of your cooperative education experience, you need to seriously think about what you want to learn on the job and how you will know if you are achieving your goals. Gaining clarity about what you want to learn, the skills you need to develop, and the areas in which you can excel on the job will help ensure a productive relationship with your supervisor and create a more purposeful and mutually beneficial co-op experience.

- Together with your on-site supervisor, develop 3-5 learning objectives that are specific, measurable, realistic, and attainable.
- Enter learning objectives into the survey you are sent by the co-op office, which can be assessed by logging into CareerLINK.
- Periodically review and assess these learning objectives with your supervisor to monitor, assess, and measure your performance.

To get started, create a list of personal/professional strengths and areas for improvement. Include technical skills, professional skills, and personal attributes. Then ask yourself the following questions:

- What technical skills would I like to acquire during this co-op experience?
- What do I do well and can contribute to the organization (analyze problems, write technical reports, work on a team, etc.)?
- What “employability” skills would I like to improve upon (self-confidence, communication, leadership, etc.)?
- What career or functional areas would I like to learn more about?
- What does the job market look like in terms of growth or opportunity in my chosen area of study?

## Sample Learning Objectives and Measures of Achievement

<b>Learning Objectives (Skills and Knowledge Sought)</b>	<b>Measures of Achievement</b>
To understand the functional areas of the company and how the engineering division supports the company's products and services	Will create an organizational chart with roles/functions of primary areas based upon interviews with managers
To become proficient in laboratory safety rules, standard operating procedures, and precautions	Will be able to explain and demonstrate general safety rules and procedures
To seek clarification and assistance when presented with unfamiliar tasks	Will initiate bi-weekly meetings with my supervisor and present written questions and possible approaches to new tasks
To gain greater confidence in ability to present information and concepts in a group setting	Will develop a PowerPoint/poster presentation for my supervisor, other interns, and engineers on a major project