

WORK TERM LEARNING OBJECTIVES

Setting learning objectives at the beginning of each work term will help you maximize your work-term experience. In addition, setting objectives will help you define realistic targets for yourself, such as learning new skills and applying your knowledge from your course of study. Your supervisor should be aware of your goals and help you to develop them.

Your goals should be a combination of technical skills and knowledge, as well as more intangible items, such as an area of personal or professional growth you would like to develop during the work term. Remember to consider when, what, how, and your evaluation measurement when creating your objectives. Please be specific when outlining your objectives, as this will make reaching and evaluating your objectives easier. Also, include dates for anticipated completion.

During the site visit, your learning objectives will be discussed and evaluated with the following questions posed:

1. Are you meeting your objectives (answer with a 'yes' or 'no' and provide an explanation)?
2. Is additional learning happening during the work term that you did not anticipate?

Complete the following statement and e-mail it to your coordinator before you have completed the first month of your work term (see the example below).

The subject line in your e-mail should be **Learning Objectives**.

The learning goals I have set for this work term include (minimum of 5):

Work term objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

I have discussed these objectives with my supervisor: Yes No (if no, please explain)

Sample work term goals for a Syncrude Chemistry Co-op student might include:

1. Ensure my use of the specific analyzers for carbon, hydrogen, sulphur and nitrogen is accurate by May 20
2. Able to use Gas, Supercritical Fluid and High-Performance Liquid Chromatographs (see their book on lab booklet on "Using Chromatographs") by May 26
3. Ask my supervisor for feedback on how my skills on routine analytical tests are progressing by May 26
4. Attend one after-work function with colleagues to enhance networking opportunities, such as the golf fundraiser on June 6
5. Talk to fellow lab employees (John and Jane) about their career paths and advice they have for an upcoming graduate, including career advice for working at Syncrude, by June 13

I discussed these objectives with my supervisor on May 15.