Learning Objectives Resource Guide and Worksheet

Work Experience recognizes the value of learning that takes place when students work and train in real job situations. The Work Experience program requires students to pursue a planned program of education that includes new or expanded responsibilities and learning opportunities beyond those experienced during previous employment. By identifying and experiencing new learning, enhanced educational accomplishments can be achieved. In addition, completed student performance evaluations by employment supervisors promotes better relations between the supervisor and the employee and provides additional learning opportunities for the student.

How to Write Learning and Achievement Objectives

You will profit most from your Work Experience by developing a set of meaningful and attainable objectives.

As you develop your objectives, consider and identify:

1. Your present level of development
2. Your area of interest
3. Activities expected to be done
4. Challenges you are likely to encounter
5. Opportunities you will have for self-realization

Formulating and pursuing definite learning objectives is the goal of any instructional system. By discussing your objectives with your employer you form a partnership in which your supervisor understands your goals and you become more aware of those of your employer. By setting these goals, you become the designer of your instructional program and a more active participant in accomplishing your educational goals.

The job supervisor must also help by conferring with you and your instructor in establishing your objectives, guiding you through assigned tasks, and evaluating your achievement. Your instructor is available to advise you in setting and reaching your objectives during your work experience.

Getting Started Writing Your Objectives

Identify your learning objectives by analyzing your current job responsibilities and your current ability to fulfill them. If you are new to your present job, you should consider objectives that, by the end of the semester, will assure mastery of your assigned duties. A frequent student response to writing objectives is: "I have been working at the job for six months and there is nothing new I can learn." When present job tasks are routine

and you have difficulty coming up with ideas for new learning, you should consider the following:

- What job functions must be learned to prepare me for promotion to a higher job classification?
- What jobs now being handled by my supervisor could I learn and perform in a few months, freeing my supervisor for more important tasks?
- What functions or responsibilities now being accomplished by a co-worker could I learn so ·that, in the absence of the co-worker, I could fill that job for limited periods?
- How can I do my current job better? Do you have an idea that can increase your or your company's, efficiency?
- Looking two to five years down the road, what on-the-job learning must be acquired to fulfill your intermediate or long-range goals?
- Are merit-pay raises based upon individual output or productivity? If so, you might consider improving your work output by a reasonable percentage during the semester.

Basic Guidelines for SMART Learning Objectives

Drafting learning objectives is not difficult, but does require thoughtful consideration and specifics. The most obvious shortcomings in most objectives are too much generality and not enough specifics. Every objective must satisfy the following factors:

1. It must be SPECIFIC. The objective must state exactly what it is you intend to undertake with no latitude for guesswork or inference.
2. It must be MEASURABLE. The language of each objective must be stated so that final accomplishments can be easily recognized.
3. It must be ACHIEVABLE / ATTAINABLE. You must be capable of completing the objective by having the needed skills, technology, access to people and materials, and on-the-job time commitment. Conversely, an objective should not be so basic that it does not offer reasonable challenge.
4. Is must be RELEVANT. Relevant answers the questions: Should it be done? Why and what will be the impact?
5. Is must be TIME-BASED. Time based answers the question: When will it be done?

Examples of SMART Learning Objectives and Goals

SMART Goal: By April 10, the day of our webinar, we'll see a 15% increase in sign-ups by promoting it through social, email, our blog, and Facebook messenger.

- **Specific:** I want to increase the number of sign-ups for our Facebook Messenger webinar by promoting it through social, email, our blog, and Facebook Messenger.
- **Measurable:** A 15% increase is our goal.
- **Attainable:** Our last Facebook messenger webinar saw a 10% increase in sign-ups when we only promoted it through social, email, and our blog.

- **Relevant:** When our webinars generate more leads, sales has more opportunities to close.
- **Time-Based:** By April 10, the day of the webinar.

SMART Goal: I will earn a promotion to senior customer service representative by completing the required training modules in three months and applying for the role at the end of next quarter.

- **Specific**: The goal setter has clearly set the objective to be promoted to senior customer services rep.
- **Measurable**: Success can be measured by training module completion, filing the application and earning the promotion.
- **Achievable**: The goal setter will complete the training necessary to earn the promotion.
- **Relevant:** The goal setter is planning to apply for the promotion after finishing their training modules.
- **Time-Based:** The goal setter has set a deadline to achieve their objective at the end of the following business quarter.

SMART Goal: In 6 months, we'll see a 25% increase in average video views per native video on Facebook by cutting our video content mix from 8 topics to our 5 most popular topics.

- **Specific:** I want to boost our average views per native video by cutting our video content mix from 8 topics to our 5 most popular topics.
- **Measurable:** A 25% increase is our goal.
- **Attainable:** When we cut down our video content mix on Facebook from 10 topics to our 8 most popular topics six months ago, our average views per native video increased by 20%.
- **Relevant:** By increasing average views per native video on Facebook, we'll boost our social media following and brand awareness, reaching more potential customers with our video content.
- **Time-Based:** In 6 months.

Not a SMART Goal:

- Employee will improve their writing skills.
  Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

Your instructor will provide additional examples for you.

Keep in Mind

The world of work is the most competitive arena in which you will perform. Work Experience will set you apart from your fellow workers by indicating to your employer

that you are not afraid to take on additional tasks and challenges in your work. It puts you a cut above your co-worker who is not involved in new learning.

In any job there is a way it can be done better. Develop creative ways for your company to be more efficient. Discuss these with your supervisor.

Communicate with your job supervisor. Be ready and willing to carry out changes he/she may have in mind to improve the fulfillment of productivity with which you are both involved.

Have a plan for goal accomplishment and stick with it.

Student Action

You are now prepared to draft your individual learning objectives. Use the SMART Goal Planning form and the Word Lists to prepare your objectives in the draft form and wok with you instructor to finalize them.

You should have at least two objectives drafted before you discuss the program with your supervisor. This shows the supervisor that you, as an employee, have some ideas for personal improvement and learning before you ask for help. The San Diego Community College District requires that each student identify three objectives for new learning.

Additional Resources:

- SMART Goal Worksheet
- Word Lists:
    - Action
    - Learning Processes
    - Measurement and Evaluation
- Student Handbook – Available online
  https://www.sdccd.edu/docs/ISPT/workforce/docs/SDCCD-Work-Experience-Student-Handbook.pdf

SMART Goal Work Sheet

Specific – Who? What?
Measurement/Assessment – How?
Achievable/Attainable – How do you plan to achieve/attain it?
Relevant – Expected Results?
Timed – When?

Work Experience Education Program
Objective Work Sheet

Objective #1:
How do you plan to attain it?
Means of Evaluation:

Objective #2:
How do you plan to attain it?
Means of Evaluation:

Objective #3:
How do you plan to attain it?
Means of Evaluation:

ACTION WORD LIST

Possible terms to start SMART Learning Objectives

Clerical	Communications	Creative	Critical Thinking	Financial	Human Resources
Arrange	Address	Adapt	Analyze	Allocate	Advise
Automate	Arbitrate	Author	Apply	Analyze	Assess
Budget	Arrange	Blend	Appraise	Appraise	Assist
Catalog	Articulate	Change	Arrange	Audit	Clarify
Calculate	Lecture	Conceive	Evaluate	Transfer	Coach
Collect	Author	Create	Assemble	Balance	Collaborate
Complete	Convince	Design	Assess	Budget	Consult
Compute	Correspond	Develop	Calculate	Calculate	Counsel
Copy	Define	Devise	Categorize	Compute	Diagnose
Define	Develop	Direct	Choose	Forecast	Educate
Dispatch	Direct	Enhance	Collect	Increase	Employ
Decrease	Draft	Establish	Compare	List	Group
Distribute	Edit	Formulate	Compose	Manage	Guide
Evaluate	Enlist	Illustrate	Construct	Market	Hire
Examine	Formulate	Improve	Create	Plan	Integrate
File	Influence	Introduce	Design	Project	Handle
Generate	Interpret	Invent	Diagram	Research	Mediate
Identify	Interview	Initiate	Estimate	Tabulate	Monitor
Inspect	Meet	Launch	Examine	Update	Motivate
Interview	Moderate	Market	Formulate		Negotiate
Monitor	Negotiate	Originate	Inspect		Recruit
Operate	Participate	Plan	Justify		Represent
Organize	Persuade	Prepare	Learn		Select
Prepare	Present	Produce	Measure		Sponsor
Process	Preside	Propose	Organize		Strengthen
Purchase	Promote	Publish	Plan		Train
Record	Publicize	Setup	Prepare		
Retrieve	Recommend	Structure	Rate		
Review	Recruit	Write	Revise		
Separate	Represent		Score		
Schedule	Sell		Select		
Screen	Speak		Setup		
Summarize	Translate		Solve		
Survey	Write		Summarize		
Systematize			Test		
Transcribe					
Update					
Verify					

ACTION WORD LIST CONTINUED…

Management & Leadership	Management & Leadership (cont.)	Research	Teaching	Technical
Administer	Propose	Arrange	Advise	Assemble
Analyze	Recommend	Automate	Clarify	Build
Approve	Reduce	Catalog	Coach	Calculate
Assign	Regulate	Categorize	Communicate	Change
Attain	Remove	Calculate	Control	Complete
Authorize	Reorganize	Classify	Design	Compute
Chair	Replace	Collect	Develop	Convert
Collaborate	Reposition	Compare	Encourage	Construct
Conduct	Reproduce	Compile	Evaluate	Design
Consolidate	Retain	Complete	Explain	Engineer
Contract	Review	Compute	Guide	Install
Control	Revise	Critique	Influence	Operate
Coordinator	Schedule	Define	Inform	Overhaul
Delegate	Simplify	Diagnose	Instruct	Modify
Develop	Strengthen	Decrease	Interpret	Program
Direct	Standardize	Distribute	Motivate	Remodel
Enact	Supervise	Evaluate	Persuade	Repair
Establish		Examine	Present	Restructure
Evaluate		Formulate	Rewrite	Service
Execute		Generate	Stimulate	Solve
Expand		Identify	Test	Sort
Guide		Inspect		Upgrade
Head		Interview		
Implement		Investigate		
Improve		Monitor		
Incorporate		Operate		
Increase		Organize		
Initiate		Prepare		
Institute		Process		
Investigate		Record		
Launch		Retrieve		
Lead		Review		
Maintain		Separate		
Mediate		Schedule		
Negotiate		Screen		
Organize		Summarize		
Oversee		Survey		
Perform		Systematize		
Prioritize		Tabulate		
Plan		Update		
Preside		Validate		
Produce		Verify		

LEARNING PROCESSES WORD LIST

Possible terms or ways to describe **How** you learn, change or improve your SMART Learning Objectives. Technical terminology is appropriate if it is understandable to both student and work/intern supervisor.

Adapting classroom knowledge	Seeking information
Applying new/current skills	Seeking input
Asking	Studying
Assisting	Surveying
Attending	Using a journal or report
Demonstrating	Testing
Experiencing	Training
Follow policies and procedures	Trial and error
Gathering information or data	Updating
Increasing communication	Visiting
Increasing product knowledge	Using necessary materials
Installing	Working with co-workers
Investigating	
Meeting with	
Memorizing	
Observing	
Obtaining feedback	
One-to-group-sessions	
One-to-one-group-sessions	
On-the job training	
Operating	
Organizing information or products	
Planning	
Reading	
Receiving	
Recording	
Researching	
Reviewing	

MEASUREMENT AND EVALUATION WORD LIST

Possible terms or ways of measuring or evaluation SMART Learning Objectives

Accuracy	Observation
Client/customer feedback	Participants review
Company evaluation	Product development
Compare	Project completion
Co-worker feedback	Program review
Control process	Progress report
Critique	Quiz
Cross-check	Sales receipts
Display	Supervisor review
Demonstrate	Surveying
Improved communications	Tally
Improved resource usage	Test
Improved organization	Verification
Improved time management	Written report
Increased accuracy	
Increased efficiency	
Increased knowledge	
Increased productivity	
Increased safety	
Inventory checks	
Invoice review	
Journal	
Meet standards	