

LEARNING OBJECTIVES

Seattle Central Community College requires the student to develop measurable learning objectives in order to receive college credit for work experience.

Learning Objectives refer to a set of statements that clearly and precisely describe a result to be accomplished during the student's work term. By designing their own job-related objectives, students learn how to set goals, how to gain a clearer picture of expectations, how to identify both work-related and personal problems, how to establish greater rapport with supervisors, and how to benefit and grow from supervisor and self-evaluations.

Please review the student's learning objectives as they are developed and offer suggestions if necessary. Learning objectives should relate to the student's job assignment: Improving job performance, solving specific problems, enhancing human relations skills, assuming new responsibilities, and/or new skill development. Objectives should be specific and measurable. Broad statements, such as get along better with my co-workers or be a better salesperson, are not acceptable because they are too general.

Thank you for your participation in this process. With your suggestions and guidance, learning objectives can be used to aid students in becoming more productive, valuable employees. Achievement of learning objectives is used as the basis of evaluation at the end of the work experience.

REVIEW EXAMPLE BELOW FOR PROPER FORMAT

What will you attempt to accomplish? I will learn Microsoft Access and create a client database by the end of the quarter.

How will you accomplish it? Steps to achieve objective:

1. Participate in company-sponsored training program.
2. Review manual/tutorial.
3. Obtain assistance from supervisor and co-workers.
4. Ask questions (when necessary).

How will you measure the results? My supervisor will evaluate the database at the end of the quarter.