



TIPS FOR CREATING LEARNING OBJECTIVES

1. Make them measurable, realistic and attainable.
2. Compile a list of your strengths and technical skills.
3. Think about skills that you want to develop.
4. Form a clear vision of your long-term goals and needs. Ask yourself these questions:
 - a. What technical skills would you like to acquire or improve during this work session?
 - b. What do I do well (i.e. manage projects, analyze problems, write, work in a team)?
 - c. What interpersonal skills would you like to improve during this work session?
 - d. What do I not do so well (e.g., handle criticism, manage time, work independently)?
 - e. What career areas would you like to learn more about during this work session?
 - f. What does the job market look like in terms of growth or opportunity in my chosen area of study?
5. When you start your work term, make sure that set learning objectives are in line with the duties of the job. If needed, redevelop your learning objectives in consultation with your employer. You may wish to develop a more specific set of short-term and long-term goals with your supervisor.
6. Review your objectives with your supervisor frequently.
7. Send a signed copy of the Learning Objectives Form to the CEIP Office by the end of the second week of your work term. The CEIP Office will forward your Learning Objectives to your Faculty Coordinator.