Learning Goals and Objectives Agreement

1. Read the SAMPLE of a properly completed assignment before you begin.
2. Develop your own goals, objectives and measures. **You will identify <u>one</u> learning Goal in <u>each</u> category listed below**. From each goal (intent) you will create one objective (action) and offer a measure (proof) for your objective.
3. Meet with your site supervisor for discussion, approval and signature.

<u>Category 1</u>: **Skill Development:** This category relates to skills specific to your academic area of study or occupation; and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, computer, etc.

<u>Category 2</u>: Academic Learning & Applications: This category relates to the specific ideas, concepts, or theories taught as part of your major or concentration. This category can often be related to content of your foundational 300 level courses.

<u>Category 3</u>: **Personal Development**: This category relates to self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity, clarification of work and personal values, career awareness and professional development, etc.

SAMPLE of a properly completed assignment: Use this sample to help you with this assignment

- Write a **<u>Goal</u>** ***(intent)*** **<u>for Category 1: Skill Development:</u>**
  Example: My goal is to practice my public speaking skills

- Now, write an **<u>Objective</u>** *(action):* This objective must be an action; it must be measurable
  Example: To meet my goal I will be using PowerPoint to develop and deliver a PowerPoint and presentation at the Annual Shareholders Meeting.
  Hint: to be sure your objective is measurable-say this to yourself: add the words "Watch me" before the verb(s) in your objective. i.e. **"Watch me** use the PowerPoint program." "**Watch me** develop and **watch me** deliver the PowerPoint and presentation Annual Shareholders Meeting.
  If the "Watch me" technique works – your objective is measurable.

- Finally, state how you will **<u>Measure</u>** your objective *(proof you've worked toward meeting your goal).* Measures almost always include another person who will review, edit or advise you on the work you identified as the objective.
  Example: I will deliver the opening statement and executive summary of our presentation. After the meeting my boss and I will discuss my performance.