 

STUDENT FOCUS & GOALS ASSIGNMENT (For Work Experience) DBA

**Name: Helen Park ID# \_285511\_ Date: \_January 17, 2011 \_\_\_\_ *Please send via Blackboard only. Please send to the attention of Tammy Landry.***

**Student Role and Responsibilities:**

1. Students are responsible for taking an active role in their own learning by the completion of “Student Focus and Goals” for the work experience;
2. Each student will identify their specific “work experience” related focus and goals prior to going to the work experience. (At the initial work experience meeting, the student will meet with the preceptor to discuss their focus and goals);

\* Once your instructor and work experience officer have reviewed this assignment and given suggestions then your Focus and Goals must be transcribed into both your own Work Experience Evaluation plus your Preceptor’s.

**STUDENT FOCUS AND GOALS FOR THE WORK EXPERIENCE:**

Below please identify and list **at least three** specific “work experience” related focus and goals (if you require more space please use the reverse side of this page):

1. I will gain confidence in communicating with clients and staff members in oral and written work.

2. I will ask appropriate questions when clarifying concerns or directives.

3. I will be competent at scheduling client appointments efficiently to maximize use of time and office resources.

4. I will polish my telephone skills to handle all cases of incoming and outgoing calls properly.

5. I will have a better understanding of dental office policies and procedures.

6. I will express feelings and concerns tactfully and at the appropriate time and place.