

Lassonde Co-op and Internship Program: Learning Objectives Guide

Student information

- Name:
- Student Number:
- Degree Program:

Guidelines to help you set learning objectives for your work term:

- Complete the “Learning Objectives Table” by identifying 3-5 goals you would like to achieve during your work term.
- The learning objectives should be specific to your personal work term experience.
- Meet with your supervisor to discuss whether they are appropriate and realistic for this work term.
- Modify your objectives as needed.

The following questions may help you determine or clarify your objectives:

- Why did you choose to take part in a coop/internship? What are you hoping to gain from it? (e.g. to gain hands-on experience, to make contacts, etc.)
- How do you think this experience may relate to your past or present studies? (e.g. applying theories you learned in courses, practicing technical skills you used in labs)
- What skills would you like to learn? What skills do you already possess that you would like to develop or improve? These might be technical skills such as programming, or non-technical skills like communication, presentation, problem solving.
- What new knowledge would you like to acquire? (e.g. knowledge about your field of study, the structure of the business/organization for which you will be working, etc.)
- What would you like to accomplish during your internship? (e.g. lead a presentation, design a database, earn a certificate, etc.)

Examples:

	Learning Objective <i>(This is what I want to learn)</i>	Rationale <i>(This is why I want to learn it)</i>	Learning Activities <i>(This is how I might learn it)</i>
1.	How to create and deliver good presentations in a professional work environment.	Many career paths require good presentation skills for tasks such as brainstorm meetings, team and executive meetings, and training sessions.	<ul style="list-style-type: none"> – Volunteer to take notes during team meetings and present summaries at the end of meeting – Organize a meeting agenda in PowerPoint and distribute prior to meeting – With the coaching of my team lead, complete a 10 minute presentation about the progress of my project
2.	Time management	I would like to be able to submit my work on time while completing and managing competing priorities	<ul style="list-style-type: none"> – Ask my team lead/manager for tips on how to prioritize tasks – When I receive a task from my manager, always ask for a deadline – Provide my manager a mid-way update on my progress, and if there's a delay, communicate this in advance

Your Turn: Identify 3-5 Learning Objectives for your Work Term

	Learning Objective <i>(This is what I want to learn)</i>	Rationale <i>(This is why I want to learn it)</i>	Learning Activities <i>(This is how I might learn it)</i>
1.			
2.			
3.			
4.			
5.			