



WORK-BASED LEARNING PROGRAM

Student: _____

Instructor: _____ Course: _____

Instructions: The student and worksite supervisor will work together to complete the Objectives and Worksite Info Form by outlining three measurable worksite objectives the student will work to achieve over the quarter. **Return the Objectives and Worksite Info Form completed and signed to the instructor during the 2nd week of the quarter.** The instructor may have edits or require more detail and if so, the student will be notified.

Objectives should be SMART:



Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

An **objective** is a meaningful step on the path to achieving a goal. A **goal** is something you intend to achieve in future.

For each objective, answer the following questions:

- **What** are you planning to achieve?
- **How** do you intend to accomplish this?
- **When** are you going to complete this objective?
- **How** will the completion of objective be measured?

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Examples of Measurable Objectives

A worksite learning objective is a measurable activity to be accomplished within the quarter of the program. The desired outcome of this assignment is to give the student three powerful statements of their current work to add to their resume at the end of the quarter.

For each objective, use action words (see box below) and answer the following questions:

What are you planning to achieve? **How** do you intend to accomplish this? **How** will the completion of objective be measured? **When** are you going to complete this objective?

Some examples of objectives written in final format include:

- To shadow 3 medical procedures and debrief details with a supervisor.
- To attend one marketing or management meeting during the quarter and summarize it.
- To become familiar with a product and be able to explain it to the customer by 6 weeks into the quarter.
- To have a working knowledge of the database system and be able to explain it.
- Obtain Class B commercial driver’s license by March 27.
- To produce an accurate calendar of events by November 1.
- To handle and execute fingerprinting duties by the 8th week of the quarter.
- To become proficient and be able to issue permits to incoming guests.
- To list names, uses and dosages of 12 commonly used medications by May 1.
- To be able to independently process and label specimens and train others in the process.
- To increase production by 10% from 500 units per week to 550 units by the end of the quarter.
- To complete an accident investigation report according to procedures by May 5.
- To compile a list of 10 effective customer relations techniques and practice them on the customers.
- To summarize at least one article on shoplifting prevention and discuss it with my supervisor by the end of April.
- To have one to three articles published by the 12th week of the quarter.
- To gain a competent working knowledge of how to conduct a Bald Eagle wildlife survey and be able to train others on the task.

ACTION WORD LIST:

ACTIVATE	COMPLETE	ESTABLISH	PERFORM	REVISE
ADJUST	COMPOSE	ESTIMATE	PLAN	REWRITE
ANALYZE	COMPUTE	EVALUATE	PREPARE	SELECT
ARRANGE	CONDUCT	EXPLAIN	RECONSTRUCT	SEPARATE
ARTICULATE	CONSTRUCT	ILLUSTRATE	RECRUIT	SIMPLIFY
ASSEMBLE	CONVERT	IMPLEMENT	REDUCE	STRUCTURE
ASSIST	COORDINATE	IMPROVE	REMOVE	SUMMARIZE
BUILD	DECREASE	INCREASE	REORGANIZE	SUPERVISE
CALCULATE	DEFINE	INTRODUCE	REPAIR	SURVEY
CATEGORIZE	DEMONSTRATE	REPLACE	TRAIN	SUBMIT
CHANGE	DESCRIBE	LIMIT	REPORT	TRANSLATE
COLLECT	DESIGN	LIST	REPRODUCE	TRANSFER
COMBINE	DEVELOP	MAINTAIN	RESEARCH	UPDATE
COMPARE	DIRECT	MODIFY	RESTRUCTURE	VERBALIZE

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Additional Resources

4 Tips for Setting Powerful Goals by Jim Rohn

www.success.com/article/rohn-4-tips-for-setting-powerful-goals

SMART Goals - Quick Overview – DecisionSkills

www.youtube.com/watch?v=1-SvuFIQjK8

Setting Employee Goals – HR360Inc

www.youtube.com/watch?v=M2OPEUjBYdw

Ted Talks on Goal-Setting –

www.ted.com/topics/goal-setting



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Specific Measurable Attainable Relevant Time-Bound

Objective 1:

What are you planning to achieve?:

How do you intend to accomplish this?:

When are you going to complete this objective?:

How will the completion of objective be measured?:

Summary/Final Objective:

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Specific Measurable Attainable Relevant Time-Bound

Objective 2:

What are you planning to achieve?:

How do you intend to accomplish this?:

When are you going to complete this objective?:

How will the completion of objective be measured?:

Summary/Final Objective:



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Specific Measurable Attainable Relevant Time-Bound

Objective 3:

What are you planning to achieve?:

How do you intend to accomplish this?:

When are you going to complete this objective?:

How will the completion of objective be measured?:

Summary/Final Objective: