

Work Experience 270  
Steps for Writing SMART Learning Objectives

◆ **Specific** ◆ **Measurable** ◆ **Achievable** ◆ **Relevant** ◆ **Time-Based**

<b>Specific:</b>	Describe a precise or specific outcome which is linked to a rate, number, percentage or frequency
<b>Measurable:</b>	Describe the system you will put in place to measure your progress towards the achievement of your objective.
<b>Achievable:</b>	Ask yourself the following two questions, “With a reasonable amount of effort and application, can I achieve this objective?” and “Do I have control over the means by which I can achieve this objective?”
<b>Relevant:</b>	Can you make an impact on the situation? Is it important to your education? To your supervisor and to your employer?
<b>Time-Based</b>	Clearly define your completion date. Give yourself plenty of time to insure a completion date by the end of the semester.

**Reference Cooperative Work Experience Education Student Manual**  
When writing learning objectives you need to answer the following questions

1. **What** do I want to learn, change, or improve? See Action Word List in manual.
2. **How** will I learn, change, or improve it? See Learning Processes Word List in manual.
3. **How** will the results be evaluated or measured? See Measurement & Evaluation Word List in manual.
4. **When** will it be completed? State a month, day and year.

**Examples of Effective Learning Objectives:**

**Present job is sales/support associate in a bookstore:**

**Objective:** Increase sales by 3% in the Children’s Department by keeping all displays current, stocked, and creative.

**Evaluation Method:** By increased book sales over a comparable time period.

**Completion Date:** April 1, 2015

**Present job is sales/stocking clerk in a vitamin store:**

**Objective:** Learn to inventory the supplements by organizing them by type and expiration date.

**Evaluation Method:** By before and after photos and supervisor’s evaluation.

**Completion date:** May 1, 2015

**Present job is bussing tables at a local restaurant:**

**Objective:** Learn the breakfast, lunch and dinner menu by memorizing the menu and with the help of my supervisor.

**Evaluation Method:** By passing with 95% accuracy the restaurant’s menu quiz given by my supervisor.

**Completion date:** March 15, 2015