

## Tips for Creating Learning Objectives

1. Make them Specific, Measurable, Attainable, Realistic and Timely. SMART.
2. Fit these short-term objectives into long-term plans. Always keep long-term career goals in mind, and think about the small steps that are necessary to help get you to where you want to be (caution: the path is not always linear and predictable). Think about skills that you want to develop.
3. Form a clear vision of your long-term goals and needs. Ask yourself the following questions:
  - What are my work interests?
  - What are my values and needs? How will my chosen career(s) complement them?
  - What do I do well (i.e. manage projects, analyze problems, write, work in a team)?
  - What do I not do well (i.e. handle criticism, manage time, work independently)?
  - What feedback have I received regarding my skills or performance?
  - What would my ideal job look like (consider hours, people, location, introverted/extroverted)?
  - What does the job market look like in terms of growth or opportunity in my chosen engineering field?  
(Questions source: UBC Human Resources).
4. When you start your position, make sure that the objectives you have set are in line with the duties of the job. Redevelop your learning objectives in consultation with your employer, if necessary. You may wish to develop a more specific set of short-term and long-term goals with your supervisor.
5. Review your objectives with your supervisor. Ensure that you both sign the Learning Objectives form.
6. Fax a signed copy of your Learning Objectives Form to The Canada-Japan Co-op Program office at 604-822-3449 by the third week of your work term.

***Career success is a self-managed process – you are in charge!***