Engineering Co-operative Education
WORK TERM OBJECTIVES

Student: _____ Work Term: _____ Discipline: _____

Employer: _____ Location: _____

This form is to be used by the student and their supervisor to identify performance and professional/personal learning objectives for the term. The student should outline in detail four key goals that they wish to achieve. Examples of student and supervisor goal setting is provided on the last page. Goals may relate to the skill/attributes listed on the End of Work Term Feedback form or they may differ. Supervisors may independently ask students to develop additional goals for the work term.

It would be beneficial for the student and supervisor to discuss objectives at the beginning, middle, and end of the term. Clear feedback will help the student become more aware of strengths and areas for further development which leads to enhanced learning throughout the work term.

PERFORMANCE OBJECTIVES (related to tasks/technical skills to be developed)

Supervisor: What are your job performance objectives/tasks for the student?

PROFESSIONAL/PERSONAL OBJECTIVES (related to people skills and personal qualities/ attributes)

Supervisor: What professional/personal growth do you expect from the student?

PERFORMANCE OBJECTIVES (related to tasks/technical skills to be developed)

Student: What technical skills do you want to develop/what do you want to achieve?

Technical Skill 1:

Describe the specific goal you want to achieve?

How will you measure success / How will you demonstrate you have achieved this goal?

What steps do you need to take or what resources do you need to achieve this goal?

How is it relevant to your work context or professional development goals?

When will it be accomplished?/Time-frame?

Technical Skill 2:

Describe the specific goal you want to achieve?

How will you measure success / How will you demonstrate you have achieved this goal?

What steps do you need to take or what resources do you need to achieve this goal?

How is it relevant to your work context or professional development goals?

When will it be accomplished?/Time frame?

PROFESSIONAL/PERSONAL OBJECTIVES (related to people skills and personal qualities/ attributes)

Student: What people skills or personal qualities/attributes do you want to further develop?

People Skill 1:
Describe the specific goal you want to achieve?

How will you measure success / How will you demonstrate you have achieved this goal?

What steps do you need to take or what resources do you need to achieve this goal?

How is it relevant to your work context or professional development goals?

When will it be accomplished?/Time frame?

People Skill 2:
Describe the specific goal you want to achieve?

How will you measure success / How will you demonstrate you have achieved this goal?

What steps do you need to take or what resources do you need to achieve this goal?

How is it relevant to your work context or professional development goals?

When will it be accomplished?/Time frame?

Employer Example

Performance Goal

"The student" will help us to develop business strategy through the use of data analysis and modelling. This will include the iterative improvement of our product based on the latest analytics and metrics.

Professional/Personal Goal

Time management, working independently, and communication skills will be some of the key skill sets to be developed. The student will need to be a team player, be open minded, accept the ideas of others, and use persuasion to have ideas accepted by team members.

Student Example:

Typical goal statement (too generic): I want to improve my presentation skills.

Becomes…

Describe the specific goal that you want to achieve? I want to develop my presentation skills to confidently present a safety moment at work and successfully complete my co-op work term presentation.

How will you measure success / How will you demonstrate you have achieved this goal? I will receive positive feedback on a safety moment that I present to my team, and receive an "Above Expectations" or higher grade in my co-op work term presentation.

What steps do you need to take or what resources do you need to achieve this goal? Resources are available in-house to help me attain this goal. I will consult with co-workers on the content of my presentations, attend two presentation workshops, and practice my presentations beforehand with a small group.

How is it relevant to your work context or professional development goals? The ability to give professional presentations to co-workers and management is an important and relevant skill for engineers. It is also a deliverable required by my employer and is required for this work term.

When will it be accomplished?/Time-frame? By the end of the work term and after work term grades are posted.

Employer

Name and title of the person completing this form - (usually the supervisor, a manager, or a human resources representative)

Name:

Title: Date:

Once completed, the student should keep a copy of this form prior to submitting it so that it can be used to assess progress during a mid-term review and on the end of Work Term Feedback form.

Complete this fillable form electronically and name it in the format LastName_FirstName_WTO.pdf (ie. Smith_John_WTO.pdf). Once named, upload into the Work Term Record in MyMUNLife, and email a copy to your supervisor.