

**Foothill - De Anza Community College District
Co-operative Education Work Experience Program**

De Anza College

IV. Guidelines for Writing Objectives

Objectives are planned, measurable goals with outcomes that result in new or expanded workplace knowledge. Objectives are the foundation of this course and are completed at the work-site. Your current work goals or projects may be used as learning objectives as long as they provide an opportunity for expanded or new learning. Current objectives may be used as the foundation for future objectives.

Learning objectives must be focused and should answer the following questions:

- What is the task (objective) to be accomplished?
- How will the task be accomplished?
- How will the task be evaluated, measured, and by whom?
- When will the task be completed?
- Why is this task important?

Learning objectives must be specific, realistic, measurable, and achievable in one quarter. The learning objective must describe the action that will take place. For example: I will ... develop, implement, create, learn, build, explain, locate, perform, repair, solve, research, do, or write (something).

Using present duties as learning objectives

- Improving quantity or quality of present output.
- Solving a functional problem in the work area.
- Solving a human relation problem.
- Developing new methods for job improvement.
- Continuing new learning experiences recently started in the position.
- Time management.

Expanding current duties as learning objectives

- Adding new duties to tasks already being performed satisfactorily.
- Developing new job skills through cross training.
- Learning new information or duties that will lead to the next level job.

Learning in a new position

- Learning the position or classification.
- Learning the duties to be performed.
- Learning the policies and procedures of the organization.
- Learning to use office equipment and software programs.

Using community service as learning objectives in an organization

- Researching ways for your current organization to become involved in the community
- Understanding how your organization impacts the immediate community needs.
- Proposing or suggesting to your current employer to become involved in community projects or initiatives.
- Organizing community service projects.