

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

De Anza College

V. Sample Objectives

I will increase sales by 10 percent. Objective will be accomplished by selling related products, developing increased product knowledge, and by studying various "Sales" manuals and books. Supervisor to evaluate through the review of sales receipts. Objective will be completed by May 17, 20XX.

I will establish a filing system for the office operations. To be done by practical application of current and new skills, working with supervisor, locating space and researching the best system to use. Supervisor to evaluate through observation and inspection of new system. Objective will be completed by May 17, 20XX.

I will increase my efficiency in stocking shelves. To be done by developing an organized system, making full use of time, and by consultations with supervisor. Evaluation to come from supervisor through inspection and observation. Objective will be completed by June 19, 20XX.

I will create a reading and writing lesson plans for third graders. To be done by actual experience, instruction from supervisor, and applying current classroom knowledge. Supervisor will evaluate by review of lesson plans. Objective will be completed by May 17, 20XX.

I will increase my knowledge of the correlation of visual merchandising and sales by creating 10 display units and tracking inventory for three weeks. Evaluation to come from supervisor reviewing sales and observation of display units. Complete by June 19, 20XX.

I will develop my basic engineering knowledge and practical skills in regards to concrete construction. Supervisor will assist through instruction and company written materials. Supervisor will inspect and evaluate progress. Will be completed by May 17, 20XX.

I will establish and write a new job description that requires job enrichment and enhancement by defining current job responsibilities and brainstorming with supervisor as to how these responsibilities can be enhanced and expanded. Supervisor evaluates based on comparison of previous and newly developed written job description. Objective will be completed by May 17, 20XX.

I will devise a safety checklist by investigating all accident reports and gathering data. Demonstrate effectiveness of safety precautions as reflected in accident reports to supervisor. Objective will be completed by May 17, 20XX.

I will develop a method of disciplining children that maintains the integrity of the child and provides the appropriate consequence for inappropriate behavior by reviewing the theoretical literature on child discipline and extracting principles and a model for disciplining. Also, by brainstorming with co-workers and head teacher on the natural or appropriate consequences for inappropriate behavior. Evaluated by head teacher based on observation and personal conference. Will be completed by January 19, 20XX.

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SAMPLE OBJECTIVES (continued)

I will develop a recommendation plan for ways of reducing equipment failures by investigating all equipment failures to search for other causes of failure. Recommendations will be made to supervisor regarding cause and effect of equipment failures. Will be completed by January 19, 20XX.

I will develop my business finance skills through cross training in bookkeeping and financial management by having one-to-one training with the finance manager. Evaluated based on accuracy in managing and balancing the finance system over the next two months. Objective will be completed by May 17, 20XX.

I will increase my computer skills relevant to the field of web publishing by reviewing HTML theoretical literature on how to develop web sites. Supervisor will review and evaluate the creation of a web site. Objective will be completed by May 17, 20XX.

I will coordinate the publicity of the upcoming Job Fair with the Marketing and Promotions Department by learning and creating a power point presentation that may be used as flyers or a visual presentation. Supervisor to evaluate by reviewing presentation and making recommendations. Will be completed by January 19, 20XX.

I will develop an inventory control process that identifies, and flags, chemical quantities needed for use in the lab. Evaluated based on accuracy in inventory. Will be completed by January 19, 20XX.

I will develop my ability to use in-house word processing software in order to produce a calendar of office events, by working through the tutorial manual. Office Manager will review and evaluate work produced. Objective will be completed by May 17, 20XX.