



Tips for Creating Learning Objectives

1. Make them **specific**, **measurable**, **attainable**, **realistic** and **timely** (**SMART**). Each learning objective should answer the following four questions:
 - a. What is to be accomplished?
 - b. How will it be accomplished?
 - c. How will it be evaluated/measured and by whom?
 - d. When will it be completed?

Example: 'By June 20, I will devise, print and post a safety checklist, following head office and provincial guidelines, which will make safety information readily available to staff working in Section G. I will have my supervisor review this safety checklist for accuracy prior to posting.'

2.
 - a. Review the self-assessment and transferable skills section in your handbook. Consider which transferable skills you would most like to develop during your work term.
 - b. Compile an inventory of your technical and interpersonal skills and strengths.
3. 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 in the short, medium and long term.
4. Form a clear vision of your long-term goals and needs. Ask yourself the following questions:
 - What are my engineering 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).
5. 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.



6. Review your objectives frequently with your supervisor before the end of your second week of employment. Once your supervisor has reviewed your Learning Objectives, submit the completed text directly in your EngCORE file. It is valuable to review your objectives a few times over the work term with your supervisor.

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