

HOW TO WRITE YOUR JOB-RELATED OBJECTIVES WHEN REQUESTING AN EXPERIENCE IN HANDSHAKE

*(Objectives are written as part of the Handshake online form
when you "Request an Experience")*

One of the main keys to the successful completion of your Cooperative Education work experience is the development of valuable, clearly stated, personalized objectives. By preparing solid objectives, you will meet the overall goals of your Cooperative Education experience, which are:

1. To allow you to obtain exposure or growth in a career position of interest to you.
2. To help you relate the experience you have during your Co-op experience to your career interest and to your classroom instruction.

Your objectives may vary according to your career interests, your age, your past experiences, your needs and abilities, and most of all, your desire to grow.

Below are examples of well-developed objectives. In each case, the same objective is stated in two different ways. In the "Under-Developed" column the objective is either too general or not sufficiently measurable. In the "Well-Developed" column the same objective has been stated clearly in a manner that is specific, reasonable, achievable, and measurable.

UNDER-DEVELOPED

- A. I will learn to design a better manufacturing robot for my company.
- B. I will learn the overall operations of XYZ Company.
- C. I will efficiently learn to use the inventory scanner.
- D. I will learn as much as I can about treatment for breast cancer.

WELL-DEVELOPED

- By March 15, I will develop a schematic and cost estimates for my supervisors review and decision to assist in designing a manufacturing robot.
- By April 30, I will have an overview of operations at XYZ Company including knowledge of all aircraft, standard operating procedures, flight operations, and dispatch.
- By June 15, I will be able to correctly operate the inventory scanner. This includes both charging items and voiding items (errors) as evidenced by one or fewer errors per month.
- By September 30, I will become familiar with the different chemotherapy regimens used for cancer patients. I will research the protocols for breast cancer and lung cancer, and the underlying pathophysiology, side effects, and toxicity.