



WORK TERM LEARNING PLAN

TO ENSURE A SUCCESSFUL WORK TERM EXPERIENCE FOR BOTH YOU AND YOUR EMPLOYER:

1. Take time to look around your work environment to gain an understanding of how the area functions and what your work colleagues are doing. Think about what employability skills this employer would value and what you have to offer that would be of particular value in this work place.
2. In addition to, and including your duties and responsibilities defined in your job description, decide what you would like to learn, study, produce, or work with while employed at your present position. Consider the following:
 - a. In what ways would you like to improve the skills you have in your area of study?
 - b. What other things would you like to know, do and achieve during your work term?
 - c. How can you design a plan to help you accomplish your goals?
 - d. What assessment or evaluation tools can you use to find out if you are on target?
3. Choose at least three goals that are particularly important to you for this work term. Set your goals using the SMART method, (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound), as discussed and practiced in your Co-op Seminar classes. Decide what specific action steps you will take to try to reach each of your goals during your work term. Action steps are incremental, easily measured tasks that move you toward your goal. Record your goals and action steps on the **attached Work Term Learning Plan: Goals and Action Steps form**.

Sample Goal:

To receive an “outstanding” evaluation from my supervisor at the end of my work term.
Specific, measurable, achievable, realistic and time-bound

Sample Action Steps:

1. Show initiative and offer to take on extra projects.
2. Ask for and respond to my supervisor’s feedback on a weekly basis throughout my work term.
3. Complete all tasks and projects on time.
4. Communicate my progress to my supervisor regularly without waiting to be asked.

4. Arrange to meet with your supervisor to discuss your work term goals. Provide a copy of your Goals & Action Steps form to your supervisor to review and confirm that the goals can be achieved within the constraints of your primary duties and responsibilities. If necessary, modify your goals or develop new ones in consultation with your supervisor. When you have refined your goals and action steps, have your supervisor sign the completed form.
5. Send a copy of your Work Term Learning Plan: Goals and Action Steps form to your Co-op Field Instructor by the deadline given to you. **You must meet this deadline in order to be considered for the “Completed with Distinction” (DST) grade for your work term.** Your Plan will help your Co-op Instructor and your supervisor guide your work term learning and provide a focus for the on-site visit.
6. Establish and maintain a regular method of communication with your employer to discuss completed tasks as well as those that are planned. Take notes at each meeting and provide your supervisor with a brief written report to update him/her on your progress. Plan both formal and informal meetings with your supervisor to know if you are meeting their (and your!) expectations.



CO-OPERATIVE EDUCATION – EDUCATION THAT WORKS!
WORK TERM LEARNING PLAN: GOALS & ACTION STEPS

STUDENT NAME: _____ SIGNATURE: _____
WORK PHONE: _____ WORK FAX: _____
STUDENT EMAIL _____ SUPERVISOR EMAIL: _____
SUPERVISOR NAME: _____ SIGNATURE: _____
COMPANY NAME: _____

MY GOALS AND ACTION STEPS FOR THIS WORK TERM ARE:

GOAL: _____

ACTION STEPS:

GOAL: _____

ACTION STEPS:

GOAL: _____

ACTION STEPS:

If you would like to set more than three goals, please attach additional pages.

Please email this form to your Co-op Field Instructor by the deadline specified on your course outline.