

**COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)
GENERAL AND VOCATIONAL TRAINING AGREEMENT
AND LEARNING OBJECTIVES
INFORMATION AND INSTRUCTIONS**

This agreement is the most important and the most difficult to complete. It requires that you and your supervisor establish, define, and illustrate at least four training objectives that you will complete during the semester. These objectives should relate to your specific employment or general employment skills. These objectives could be for your own personal growth or for your future promotion. The objectives should be measurable and specific to the point as to what is to be accomplished, and by what date. This agreement will need to be evaluated, completed, and signed by both you and your employer. Remember, this agreement is a legal contract. Make sure you take time to read the student's responsibilities before you sign and date the document. Your supervisor should read the employer's responsibilities before they sign and date it.

What is a learning objective?

A learning objective is a goal the student/employee works on to become more successful on-the-job. It can be to learn a new skill, expand your knowledge of your position, or be a special project to help your employer in some specific way.

Why do I have to develop learning objectives?

CWEE rules and regulations are detailed in Title 5 (education code). The state mandates all CWEE students develop four learning objectives that will be completed during the course of the semester. The state is very explicit about how learning objectives are developed: 1. Each learning objective must be specific. 2. Each learning objective must be measurable. 3. Learning objectives must be new (different each semester the student/employee is enrolled). 4. Each learning objective must have a completion date and a progress monitor.

Think About These Resources Before You Begin to Develop Your Learning Objectives

1. Review your most recent performance evaluation, what areas could you use to improve on?
2. If you are in a new position, or you have been recently assigned new duties, what new learning experiences could help you to do your job?
3. If you have been in your current position for awhile, what skills/activities could you learn to expand your job possibilities?

Each learning objective statement must include the following:

- Start with the phrase, "By May. 25th, I will...." Dec. 16th is the end of the semester. You must have all of your learning objectives completed by this date.
- Include the name of the person who will evaluate your progress with the objective.
- Relate to a task or process that will reflect directly to what you are doing.

These are examples of *acceptable* statements:

- "By May. 25th I will improve my typing speed by 5 words per minute so I can increase the amount of legal contracts prepared. John Doe will monitor my progress."
- "By May. 25th I will learn the computer program that inputs patient information into the hospital's database while Jane Doe, my supervisor, monitors my progress."
- "By May. 25th I will train a new employee on how to take customers' food orders and how to serve the meal once it is prepared by the chef. John Doe will evaluate my progress."
- "By May. 25th I will improve my phone skills by improving my opening statements when answering the phone. Jane Doe, my supervisor, will evaluate my progress."
- "By May. 25th I will organize the children's winter party at the preschool by coordinating a list of items needed and asking parents to donate needed items. John Doe, the teacher, will evaluate my ability to perform this task."

These are examples of *unacceptable* statements:

- "I will show up for work on time." (This statement is unacceptable for many reasons: 1. It is not written in the correct manner, "By May. 25th I will.... 2. Learning objectives must be goals set above what you need to do in order to stay employed. 3. It does not state what the agreed upon measure will be.
- "By May. 25th I will complete all paperwork for this course." (This statement is unacceptable because it is not a goal that you are accomplishing on the job. You must complete all the paperwork in order to pass this class, but this is not a task you would have to complete at work).
- "By May. 25th I will ask my boss for a pay raise." (Again, this is not a specific goal you need to complete on the job. If you plan on asking your boss for a raise, I wish you luck, but it is not a goal that is related to your job duties).
- "By May. 25th I will train the new employees. Jane Doe will evaluate my progress." (This learning objective is really close to being correct, if you put a specific number of how many new employees you will train, and what you will train them on, then this statement would be acceptable).
- "By May. 25th I will learn what I need to do on the job." (This statement does not list a specific goal or a measure at which the goal will be attained).

Please use the attached worksheet to develop your learning objectives.

**West Hills College Lemoore
Cooperative Work Experience Education (CWEE)
Learning Objectives Worksheet**

You may use this worksheet to develop your learning objectives with your employer/supervisor.

Remember to start each Learning Objective Statement with, "By May. 25th I will..... Please end each statement with, "(Name of Supervisor) will monitor my progress."

Each objective must be achievable and measureable. Please refer to the above instructions for examples of appropriate statements. You must develop four statements in order to pass the course.

Learning Objective #1: _____

Learning Objective #2: _____

Learning Objective #3: _____

Learning Objective #4: _____
