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Updated: June 26, 2008 by Leroy Wright – Dean of Student Life

## Thinking about Learning Objectives...

- Objectives are measurable, realistic, and attainable.
- Think about skills or competencies that you want your student employees to develop or enhance.
- Form a clear vision of your area/department's goals and needs and determine how your student employees are going to help you accomplish these goals or fulfill these needs.

### Ask yourself these questions:

- ✓ What skills would my student employees need to acquire or improve during our training program or in their employment experience?
  - ✓ What do student employees need to do well (i.e. manage projects, answer telephones, supervise others, analyze problems, write reports, work in a team environment)?
  - ✓ What interpersonal skills will my student employees need to improve upon during our training program or in their employment experience?
  - ✓ What do my student employees not do so well (e.g., handle criticism, manage time, follow through with duties, or work independently)?
  - ✓ What are the different learning styles (left/right brain, visual/tactile, etc.) of my student employees?
  - ✓ Are their personality assessments or leadership inventories that would help me to better understand my student employees and how they can better understand each other?
  - ✓ What do you hope your employees take away/learn more about during this training program or in their employment experience?
  - ✓ Will students see the value and relevance of training or the employment experience?
  - ✓ What are the transferable skills my student employees will acquire from this training program or employment experience?
  - ✓ Can I measure my learning objectives to determine if student employees have successfully demonstrated the outcome?
  - ✓ What did my student employees learn from their employment experience?
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- When working with your student employees, make sure that you set learning objectives that are in line with the duties of their job.
  - Both collectively and individually develop a specific set of short-term and long-term goals – how are we or you as a student employee going to accomplish these learning objectives.
  - Review your learning objectives with your employees as a basis for continuous feedback or for evaluation purposes.
  - The focus is shifted from teaching to learning. What are the outcomes?



- As learners your student employees should take more ownership for their own learning when they know what they need to do or what should be achieved
- Use verbs at the beginning of your learning objectives...you want student employees to be able to create, instruct, manage, supervise, list, identify, state, describe, define, solve, compare and contrast, operate, etc.

### **Sample Learning Objectives for Student Employees**

Student Employees will be able to:

1. Describe the qualities of a staff team and methods for building these qualities while being an individual team member.
2. Develop a clear and defined understanding of effective employee practices.
3. Understand basic concepts that help to promote quality customer service.
4. Balance personal values, beliefs, and needs with the values, beliefs, and needs of others in the community.
5. Explore individual leadership skills and individual ability to lead others.
6. Recognize how lifestyle choices affect personal health and well-being.
7. Develop opportunities for students and staff members to participate in the development of community.
8. Identify campus resources for students and how to use them.
9. Understand and articulate the importance of diversity at Ferris State University.
10. Develop self confidence through use of communication skills (verbal and non verbal).
11. Demonstrate personal responsibility by meeting deadlines, completing tasks, presenting accurate information, and maintaining a professional attitude.
12. Demonstrate critical and analytical skills through use of good ethical decision making and problem solving techniques.
13. Exhibit the ability to work cooperatively with others in a collaborative setting.
14. Recognize confidentiality as deemed appropriate in the work setting.