

FIVE EASY STEPS TO A SATISFYING AND SUCCESSFUL EXPERIENCE

Step One: Check three to six Goals/Objectives from the following list that would most benefit you and further your personal career goals. You, your site supervisor and/or faculty coordinator may have other appropriate or required Goals/Objectives that need to be considered. Review your choices with your faculty coordinator and revise if needed.

Professional Behavior/Industrial Knowledge Base

- To improve my understanding of the _____ industry.
- To increase my working knowledge of computers and computing as currently utilized in the _____ industry.
- To further my understanding of, and familiarity with _____, as currently practiced within the _____ industry.
- To further my understanding of the common business functions such as sales, marketing, human resources, management, customer service, accounting and production.
- To improve my understanding of general employer expectations with respect to professional behavior so that I can feel more confident in pursuing my career goals.

Communications Skills

- To improve my communications skills—speaking, writing and interpersonal—as currently practiced and expected in a business organization.
- To gain a better understanding of interpersonal communication in an organization so that I can feel more comfortable in work situations and more confident socially.
- To improve my spoken and written English skills.
- To improve my telephone, sales and customer service skills.
- To practice my selling and customer service skills so that I feel more confident and competent to work directly with customers/clients.

Computing Skills

- To improve my understanding of, and familiarity with, MS Office Suite as it is currently utilized in the _____ industry.
- To increase my working knowledge of _____ software as it is currently utilized in the _____ industry.
- To further my understanding of the uses of _____ software.
- To increase my exposure to, and familiarity with, networking as it is currently practiced in the _____ industry. (database administration, CAD, etc.)
- To achieve _____ certification in _____ software by the end of my internship.

Specific Skill-Building

- To improve my skills and experience in _____.
- To further my competency in _____.
- To achieve mastery in the areas of _____.
- To achieve a score of at least _____ in the examination for _____.
- To improve my confidence and competency in _____.

Step Two: List your selected Goals/Objectives on the Learning Agreement Form: Don't be afraid to revise or reword so the objective feels more comfortable and more relevant to your ultimate career goals! Or draft your own original objectives—as long as they're as specific and realistic as the examples provided.

Step Three: Indicate on the Learning Agreement Form how you will document or verify each career-specific goal/objective. This will comprise the portfolio you “hand in” to your faculty coordinator in order to receive your grade for the course. These may be artifacts, work samples, attestations, etc.

Artifacts or Work Samples

Agendas	Designs/Artwork	Posters
Audiotapes	Displays & Exhibits	Press Releases
Brochures	Documentation	Print outs
Budgets	Financial Reports	Program Outlines
Case Notes	Flyers	Proposals
CDs / DVDs	Lab Reports	Software Presentations
Contracts	Legislation	Spreadsheets
Correspondence	Manuals (you have created)	Survey Reports
Cost analyses	Newsletters	Videotapes
Databases	Newspaper Clippings	Webpage Designs
Demonstrations	Photographs	

Attestations

Academic and Other Samples/Items	Journaling (detail specifics on content/length)
Annotated Bibliography	Notes (annotated? summarized?)
Articles (about student)	Pictures (of student on-site)
Career Inventories	Presentation Notes
Case Study	Reading Reviews/Reactions
Certificates/Licenses acquired	References
Citations & Awards	Reflective Commentary/Essay
Commendations	Research Papers (style? length?)
Evaluations	Resume
Idea File/Listing	Thank You Notes (sent to student)
Information Interview	

Here are some suggestions on how to document or verify accomplishment:

- Complete by and submit by deadline set by site supervisor a _____. (Employee handbook, customer survey, competitors survey, feasibility study, market analysis, customer satisfaction survey, focus group interviews, literature review, etc.)
- Prepare and deliver to site supervisor a presentation of a _____ by the end of the term. (Marketing plan, advertising plan, business plan, research study, literature review, etc.)
- Provide site supervisor by the end of my internship a prototype _____ satisfying the operating requirements as specified by site supervisor. (inventory control system, database, emergency procedures handbook, client satisfaction survey, etc.)
- Create _____ according to site supervisor or industry specifications that can also add to my professional portfolio. (tape, brochures, computerized structure, sample of office documents, formal proposal, etc.)
- Design/create a _____ that continues to provide value to the organization beyond internship completion.

Step Four: Take your drafted Learning Agreement Form to your faculty advisor for review and signature.

Step Five: File the completed Learning Agreement with the Cooperative Education Office within two weeks after beginning your experience so assessment forms can be sent to you and your supervisor in a timely way. You, your faculty coordinator and site supervisor will all receive copies of the completed Learning Agreement.