

# SMART Learning Objectives Worksheet

This worksheet is a **GUIDE** to help you create your learning objectives. **To use this template please download (click File, Download, Microsoft Word) and save it to your computer.** Please **DO NOT** upload this document into your Handshake account as there is a specific location for the learning objectives. To enter your learning objective into Handshake, please reference our [Request an Experience Instructions](#).

You will need to create **5-6 learning objectives** for your Internship or Co-op. Please fill out this worksheet and review your proposed Learning Objectives with your Faculty Sponsor before entering them into your online Learning Agreement in Handshake.

More detailed guidelines and instructions can be found on the [SMART Learning Objectives Guidelines](#). Check out this [youTube video on SMART Goals](#) too!

Review this document on [Career Readiness](#) which outlines the different competencies or skills that employers are looking for when hiring employees. The sample behaviors can be used to help create your learning objectives.

## Example

<b>Objective type</b> (Please add an X next to your objective type)		Skills Acquisition
	X	Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
<b>Verb (see above)</b>	<b>Identify</b>	
<b>S (Specific):</b> What do you want to gain, accomplish, or be able to do?	<b>4 developmental milestones and/or safety protocols that need to be considered when creating an educational activity for children.</b>	
<b>M (Measurable):</b> How will you assess that you met it? How will others know?	<b>I will be able to recite, reflect, and present on specific standards and concerns being considered.</b>	
<b>A (Attainable):</b> What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?	<b>I will utilize concepts about the needs and abilities of 5-8 year olds learned in CPS 308, HDV 322, and SSHS 1020</b>	
<b>R (Relevant):</b> How will this be useful to you?	<b>This information will help me to pursue my career goals as a social worker.</b>	
<b>T (Time-Bound):</b> When does it need to be completed for the internship and can it feasibly be completed?	<b>By midterm, March 10</b>	
<b>Combine it into a SMART learning objective!</b> This is the information you will enter into the learning objective tab in your Handshake account.	<b>By March 10, I will identify and reflect on 4 developmental milestones and safety protocols that I learned about in CPS 308, and HDV 322, to ensure the activity I will be creating and implementing will be safe and appropriate for the age group.</b>	

<b>Student Name:</b>	
<b>Position and Site Information</b>	
<b>Course (GST 498 or departmental course):</b>	
<b>Number of credits requested</b>	

Learning Objective #1		
<b>Objective type</b> (Please add an X next to your objective type)		Skills Acquisition
		Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
<b>Verb (see above)</b>		
<b>S (Specific):</b> What do you want to gain, accomplish, or be able to do?		
<b>M (Measurable):</b> How will you assess that you met it? How will others know?		
<b>A (Attainable):</b> What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?		
<b>R (Relevant):</b> How will this be useful to you?		
<b>T (Time-Bound):</b> When does it need to be completed for the internship and can it feasibly be completed?		
<b>Combine it into a SMART learning objective!</b> <b>This is the information you will enter into the learning objective tab in your Handshake account.</b>		

## Learning Objective #2

<b>Objective type</b> (Please add an X next to your objective type)		Skills Acquisition
		Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
Verb (see above)		
S (Specific): What do you want to gain, accomplish, or be able to do?		
M (Measurable): How will you assess that you met it? How will others know?		
A (Attainable): What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?		
R (Relevant): How will this be useful to you?		
T (Time-Bound): When does it need to be completed for the internship and can it feasibly be completed?		
<b>Combine it into a SMART learning objective!</b> <b>This is the information you will enter into the learning objective tab in your Handshake account.</b>		

### Learning Objective #3

<b>Objective type</b> (Please add an X next to your objective type)		Skills Acquisition
		Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
Verb (see above)		
S (Specific): What do you want to gain, accomplish, or be able to do?		
M (Measurable): How will you assess that you met it? How will others know?		
A (Attainable): What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?		
R (Relevant): How will this be useful to you?		
T (Time-Bound): When does it need to be completed for the internship and can it feasibly be completed?		
<b>Combine it into a SMART learning objective!</b> <b>This is the information you will enter into the learning objective tab in your Handshake account.</b>		

Learning Objective #4		
Objective type (Please add an X next to your objective type)		Skills Acquisition
		Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
Verb (see above)		
S (Specific): What do you want to gain, accomplish, or be able to do?		
M (Measurable): How will you assess that you met it? How will others know?		
A (Attainable): What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?		
R (Relevant): How will this be useful to you?		
T (Time-Bound): When does it need to be completed for the internship and can it feasibly be completed?		
<b>Combine it into a SMART learning objective!</b> <b>This is the information you will enter into the learning objective tab in your Handshake account.</b>		

## Learning Objective #5

<b>Objective type</b> (Please add an X next to your objective type)		Skills Acquisition
		Knowledge Acquisition
		Personal/Professional Growth
		Career Knowledge
Verb (see above)		
S (Specific): What do you want to gain, accomplish, or be able to do?		
M (Measurable): How will you assess that you met it? How will others know?		
A (Attainable): What information (course work) or resources will you use to achieve it? Do you have the ability to achieve it?		
R (Relevant): How will this be useful to you?		
T (Time-Bound): When does it need to be completed for the internship and can it feasibly be completed?		
<b>Combine it into a SMART learning objective!</b> <b>This is the information you will enter into the learning objective tab in your Handshake account.</b>		