

## WORK STUDY CHECK-IN #1: GOAL-SETTING

Student Name, Position Title:			
Faculty and Year:		Student Email:	@uwo.ca
Supervisor Name:		Date:	

Before completing the following activities with help from your Work Study Supervisor, reflect on the following questions:

- What are some of my long-term goals (career and/or educational)?
- How does the Work Study experience fit with some/all of these goals?
- What do I hope to accomplish from the experience?
- What skills/knowledge do I have that will help me accomplish these goals?
- What skills/knowledge do I need to develop to accomplish these goals?

## LEARNING OUTCOMES

Learning outcomes help describe what you will be able to do upon completion of the Work Study experience. Learning outcomes are a work in progress throughout the work term, and may need to be updated as you progress.

Consider your responsibilities during the Work Study experience. How will these activities help you to develop your skills and knowledge?

In developing learning outcomes, consider using the S.M.A.R.T. format (Specific, Measurable, Adaptable, Realistic, and Time-targeted):

- Specific: Outcomes should be simple and specific (identify who, what, where, why)
- Measurable: Outcomes need to be quantifiable (what tool/indicator can we use to measure success?)
- Attainable: Outcomes should be realistic
- Relevant: Outcomes should be relevant to the student's goals and the needs of the employer
- Time-bound: Outcomes need to have a set end date and time (e.g., when will the outcome be achieved?)

Using the chart on the next page, **work with your Work Study Supervisor** to **identify at least three specific learning outcomes** for your Work Study experience.

Develop a plan for each outcome to determine how the learning will be achieved, and how success will be measured.

## TIPS FOR IDENTIFYING LEARNING OUTCOMES

Having difficulty identifying learning outcomes? Visit the [Conference Board of Canada](#) website for a list of employability skills that you might find relevant to your Work Study position. You may also want to consider any learning outcomes listed in the job description for your Work Study role.

<p align="center"><b>Learning Outcome</b></p> <p align="center"><i>What will the student be able to do upon completion of the experience?</i></p>	<p align="center"><b>Learning Plan</b></p> <p align="center"><i>How will the learning be achieved?</i></p>	<p align="center"><b>Measures of Success</b></p> <p align="center"><i>How will you measure whether the student has successfully achieved the learning outcome?</i></p>
<p><i>Example: By the end of this experience, I want to demonstrate strong goal setting and collaborative planning skills</i></p>	<p><i>Example: Actively participate in and contribute to office projects</i></p>	<p><i>Example: Worked with my Supervisor to identify, monitor, and adjust learning outcomes; actively participated in meetings (offered suggestions, provided constructive feedback)</i></p>

1. With the help of your Supervisor, reflect on the learning outcomes identified above. What are some possible obstacles that you may encounter?

2. How might you avoid or overcome these obstacles?

3. Identify any resources you may need throughout your work term (e.g. policy/procedural manuals, staff resources, etc.):

4. Discuss other activities and support available:

- Review of outstanding site-specific training needs (e.g. WHMIS, etc.)
- Discuss timing of Check-In #2 (Mid-Point) and #3 (Final Self-Assessment and Evaluation)
- Schedule a time to follow-up re: student's progress on the above learning outcomes
- Other: \_\_\_\_\_

By signing below, you agree that the above responses may be collected and combined with others to inform future program design and delivery. Identifying information, such as your name and email address, will remain confidential and will not be shared outside of the Work Study Enhancement Pilot Project.

**Supervisor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please click in the signature box. This will prompt you to sign with a digital ID, or configure a new digital ID.***