



SCOPE

Senior Career Options Practical Experience

WORKSHEET FOR GOALS AND OBJECTIVES

STUDENT: _____

SPONSOR: _____

TYPE OF WORK: _____

[Make sure that you can “measure” your goal...did you reach it or not?]

PROPOSED TECHNICAL GOALS:

1. _____

2. _____

PROPOSED PERSONAL GOALS:

1. _____

2. _____

Feel free to ask Mrs. Lininger to check these goals before you type your final proposal form.

TECHNICAL GOALS should:

1. Describe the skills the student hopes to acquire while working on the project.
2. Identify the technical terms, procedures, or principles he/she hopes to learn.
3. Explain processes he/she will need to follow while working at the placement.

Examples:

I hope to:

- Learn how building codes play a role in the design process of architecture.
- Learn procedures used in surgery.
- Become familiar with the role of the fire inspection department.
- Learn research skills necessary to build a case.
- Learn how to write an opening statement.
- Learn how a small company deals with purchasing and inventory control.
- Understand the basic principles of the criminal justice system.
- Learn how to transpose information obtained from reports onto spreadsheets.
- Learn to write police reports.
- Become familiar with the tracing system used in overseas trade.
- Be able to develop a design on the CAD system.
- Learn how funding is acquired for charitable organizations.
- Develop an understanding of total plant engineering operations.

PERSONAL GOALS should describe a personality trait the student wishes to refine or develop.

Examples:

I hope to:

- Learn to make decisions better by taking my time.
- Learn to use my talents to solve problems.
- Develop new leadership skills.
- Learn to effectively budget my time.
- Learn to express myself better in a business setting.
- Learn to think quicker on my feet.
- Learn to more effectively communicate with others.
- Learn to deal with people when in an authority position.
- Learn to handle hostile situations.
- Understand people in situations I have not lived in.
- Develop good listening skills.
- Learn the importance of being on time and on task.
- Learn to keep an open mind and willingness to discover new ideas and methods of working with others.