

# Cooperative Education (co-op) Student Goals Worksheet

Student Name \_\_\_\_\_ Last 4 Digits Student ID Number \_\_\_\_ \_  
                   First                  Middle                  Last  
 Student University E-mail \_\_\_\_\_ Start/End Date \_\_\_\_\_  
 College \_\_\_\_\_ Major \_\_\_\_\_  
 Employer/Organization \_\_\_\_\_ City/State \_\_\_\_\_

## GENERAL GOALS

**Prioritize the general goals you hope to accomplish by participating in this specific co-op experience (1=most important, 7=least important):**

- \_\_\_\_\_ To obtain career-related work experience
- \_\_\_\_\_ To get a foot in the door with this company
- \_\_\_\_\_ To explore this career field
- \_\_\_\_\_ To earn money
- \_\_\_\_\_ To network with professionals
- \_\_\_\_\_ To build on experiences and begin to specialize in a specific area \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

## SKILLS DEVELOPMENT

**The following are general skill areas and characteristics viewed as critical in nearly all professional work environments. Place a checkmark by at least four (4) you would like to enhance during this work experience:**

- |   |  |
|---|--|
| _____ Communicating Effectively             | _____ Acquiring Knowledge                  |
| _____ Solving Problems                      | _____ Ability to Accept Criticism          |
| _____ Navigating Across Boundaries          | _____ Motivation/ Initiative               |
| _____ Leadership Skills                     | _____ Self-confidence                      |
| _____ Working Effectively in a Team         | _____ Embracing Change                     |
| _____ Managing Time and Priorities          | _____ Performing with Integrity            |
| _____ Organizational Skills                 | _____ Attendance/Punctuality               |
| _____ Technology Skills                     | _____ Enthusiasm                           |
| _____ Ability to Work Independently         | _____ Accuracy                             |
| _____ Ability to be Appropriately Assertive | _____ Developing Professional Competencies |
| _____ Working in a Diverse Environment      | _____ Balancing Work and Life              |
| _____ Other _____                           |  |

## MEASURABLE GOALS

**List three measurable learning outcomes you hope to accomplish by participating in the Cooperative Education Program (co-op):**

- 1.
- 2.
- 3.