

# Personal Learning Plan

*\*\*The Learning Plan is intended to be completed between the student and supervisor. The Co-op & WIL Team recommends formulating 4-6 goals (focus on quality rather than quantity). Consider SMART goals – Specific, Measurable, Action-oriented, Realistic, Timely. Research shows that the more specific you are in formulating goals, the more likely you are to achieve them. The Personal Learning Plan is intended to be updated and revised as you progress through your work term. Co-op & WIL staff understand that priorities shift and new projects may come up, therefore it is important to revisit your plan on an ongoing basis. The Learning Plan is also a great tool to refer back to when you are back on-campus and updating your resume.*

				These columns are completed by the co-op/internship supervisor at the end of the work term	
Learning Goal I want to learn...	Strategy I will learn by...	Evidence of Success I will know I am successful when... (provide specific work examples)	Target Date	Evaluation of Objective (Exceeded Expectations, Met Expectations or Did Not Meet Expectations)	Supervisor's Comments

Student's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_