

Section VII. How to Write Learning Objectives

Learning objectives are the most important elements of the mentorship setup. The mentor and the student create objectives to be accomplished by the mentorship, e.g. what does the student want to learn and accomplish during the mentorship.

The objectives guide activities in areas that provide genuine work experience in a student's chosen field. The learning objectives provide not only the "what to do" direction for daily activity but they also enable the student, mentor, and the Academy advisor to evaluate the extent to which the student has achieved the established goals.

Learning objectives must be specific, observable, measurable statements of what the student hopes to accomplish and learn during the mentorship. Each objective should center on developing specific professional skills. Please note FIVE learning objectives are required.

To prepare the list of objectives the student should follow these guidelines:

1. Write a single introductory paragraph describing what the mentorship is designed to do for the student. Include specific items such as (a) what will be done, (b) who the audience is, (c) where the mentorship takes place, (d) main duties of the student, and (e) an overall, general objective.

2. Create five learning objectives. Each objective consists of three components:

- **Learning objective statement.** Write a specific, observable, and measurable statement that deals with one activity of the mentorship. It must be a complete sentence written in active tense. It must show the student actually performing a specific, physical hands-on task.

Identify what is to be done, such as "Identify what must be done to successfully run a concession stand, track sales, and prepare a final financial report." Use action verbs when writing the learning objective. See **Appendix C: Blooms Taxonomy Action Verbs** for examples.

- **Measurement tool.** Identify a tool that helps determine if the objective is actually met. Ask "What will be used to show that this task is completed?" In the example above the measurement tool would be the final financial report, but it can be any kind of evidence that the objective was achieved or a measure of the degree to which it was achieved. Checklists, flyers, websites, schedules, logs, manuals, reports, video recordings, game plans, and inventories, are some items that can be used to measure achievement.

- **Expected outcome.** State what the student will learn by achieving this objective.

3. Once the student and mentor agree on a list of five objectives the list is submitted to the Mentorship Office with the other application documents.
4. The Academy Mentorship Advisor will review the objectives. Sometimes revisions are needed, in which case the mentorship coordinator will contact the student with the necessary information. Final approval of the objectives by the Academy Mentorship Advisor is required before the mentorship can be initiated.