

Success Steps to Earning an “A” in your SRJC Work Experience Class

Step 1	ASSIGNMENT 1 Attend an 1-hour Orientation Session Zoom Room ID: 985 7932 2336 https://santarosa-edu.zoom.us/j/98579322336	ORIENTATION DATES <ul style="list-style-type: none"> • Tuesday, March 15 (Noon) & (5:30pm) • Monday, March 28 (Noon) & (5:30pm)
Step 2	ASSIGNMENT 2 Meet with your Work Experience Instructor and Complete Draft Work Goals	Complete by: March 30
Step 3	ASSIGNMENT 3 Job Site Supervisor Sign-off on Work Goals	Complete by: April 4
Step 4	ASSIGNMENT 4 Submit Draft Resume	Complete by: April 18
Step 5	ASSIGNMENT 5 Submit Revised Resume	Complete by: April 29
Step 6	ASSIGNMENT 6 Complete an Online Career Activity or Attend a Career Workshop	Complete by: May 6
Step 5	ASSIGNMENT 7 Submit your Student Report	Complete by: May 9
Step 6	Meet with your Job Site Supervisor & Work Experience Instructor to evaluate your Work Goals and confirm Total Hours Worked	Complete by: May 18

This class will move very quickly and in order for you to be successful and it to be a valuable experience, you can take some steps now to be best prepared for orientation and meeting with your assigned Work Experience Instructor.

Your first assignments are centered around the 3 Work Goals you will be setting and working on at your Job Site. Your Job Site Supervisor will need to approve them and you will be working one-on-one with your Work Experience Instructor to develop them. To get a jump on this assignment, you can begin to brainstorm now on 3 possible goals you would like to work towards. Below you will find some guidelines to get you started.

Learning Work Goals

Types of Work Goals

Goals can embrace any number of work oriented tasks or skills. These may include adding to or improving upon any existing job-related skill or task.

These may include, but are not limited to, any of the following:

1. Improving customer-client relations.
2. Learning a new computer application.
3. Finding a solution to an existing work-related problem.
4. Finding new job tasks to complete.
5. Personal improvement of social skills, work performance, or increasing one's usefulness on the job.

Developing Learning Work Goals

Generally speaking, each goal should meet three criteria:

1. What will you do?
2. How will you do it?
3. How will you and your job site supervisor measure your accomplishment at the end of the semester?

Visit the Student Resource Page for Writing Work Goals:

<https://careerhub.santarosa.edu/work-experience-wrkex-97-student-resource-page-writing-work-goals>

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