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| 1. **What** do I want to learn how to do? be **specific** (Skills or habits) | I Will: become 90+% proficient with the use of a tape measure. I will practice and know the use of fractions for measurements and cuts: 1/16, 1/8, ¼, 1/2, and be able to measure and cut accurately |
| 2. **Why** do I need this (focus on purpose – what purpose would knowing more about this serve?)  3. **How** will I show myself and others I know this? What **evidence** can I use to prove myself capable of this?  A. what steps will you need to take to reach your goal?  B. What is the specific task you will be able to complete to demonstrate your learning? (How will you show your success?)  4. **When** do I start and finish? Who tests me? Who will observe me doing this skill?  5. **Who** is part of this process? Who has the skills to teach me? Who can assess my final product?  6. **Where** will I perform this? Where (and how soon?) might I need this skill? | This is a required skill in the carpentry (and other trades) field and in order to be useful on the jobsite I need to be able to understand and use the tape measure and the markings on it. (cut, fit, explain to others)  I will be able to take a measurement instruction from a co-worker and be able to cut the required material to the correct length better than 90% of the time (very few mistakes).  I will need to ask my supervisor to be able to take measurements and make cuts, or to make the measurements and mark the material for verification prior to cutting and in this way have my accuracy checked by another.  **I will be able to measure a space and transfer the measurement to a piece of lumber and then mark (and cut) the lumber to the correct length to fit the space the lumber is needed for.** |
| I will confer with my supervisor and begin tomorrow. We will arrange a supervisor to check my methods for measuring and verify my understanding of the tape measure markings and my ability to transfer the correct length from one location to another (lumber) accurately. We will also arrange a schedule for me to practice and be observed by **vern.** |
| My Co-op supervisor, and the carpenter I have been assigned to work with (Vern). Either Vern or my Supervisor can assess my progress at the end of each week. |
| **At the job site: (address). The sooner the better – needed skill for any trade** |

**Template for Constructing SMART Goals: Week # 1**

**Track your progress over the next 3 weeks. If you meet your goal choose another, if not keep working toward the goal – But revisit & rewrite the goal plan on a new sheet.**

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| **Progress** | 1. **Condition**   **(When, Where, How)** | **2. Observable Behaviour** | **3. Criteria**  **What does success look like?** |
| With what materials and under what circumstances should I be able to reach this goal? | What should I be able to do after instruction, observation, practice and modelling? How can I demonstrate my learning? | How well should I be able to do it after instruction, observation, practice and modelling? Who evaluates? |
| **Week 1** | **Practice measuring lengths for needed lumber** | **Able to measure, understand the measurement, call out the correct measurement to another tradesperson, receive a called out measurement and correctly interpret it, and mark the correct measurement on a piece of lumber.** | **Be able to do all at 99% (or better) accuracy** |
| **Week 2** |  |  |  |
| **Week 3** |  |  |  |

When choosing skills or behaviours to improve on - think about those skills and behaviours that are directly related to your Co-Op experience and/or future career. A good idea is to do some research on the essential skills required by the occupation. This information can be found by looking up the NOC (National Occupational Classification) code for the occupation and then looking at the essential skills for the occupation. **Occupation search :** <http://www10.hrsdc.gc.ca/es/English/search_occupation_name.aspx>