

# Checklist for Writing Learning Outcomes

*When writing learning outcomes, I need to:*

- Focus on outcomes not processes.
- Specify a verb that demonstrates action by the student.
- Use an action verb that is observable and measurable in each learning outcome.
- Avoid vagueness such as: "Demonstrate understanding..." rather than "interpret" or "rephrase".
- Check that the verb used reflects the level of learning required.
- Make sure the outcomes are student focused rather than activity focused.
- Write the outcomes in terms of what the learner does, not what the instructor does.
- Ensure that the outcomes reflect knowledge, skills or attitudes required in the workplace or for the next course.
- Include outcomes that are derivatives of an institutional mission or values (such as "work effectively in teams").
- Make sure that the course outcomes are aligned with the program goals.