

Checklist for Writing Effective Learning Outcomes

- Focus on **outcomes of student learning**, not processes of how you'll teach etc.
- Do the outcomes accurately describe what a graduate should know, value and be able to do? Do they describe adequately the unique strengths that a graduate of the program should possess? Are there any specific statements that should be added, consolidated and/or removed?
- Start** each outcome with an **action verb**
- Use only **one action verb** per learning outcome
- Avoid vague verbs** such as know and understand
- Check that the verbs used reflect the **level of learning required**
- Ensure that outcomes are **observable and measurable**
- Are the learning outcome statements **concise and specific**?
- Could they be **understood by multiple audiences** (e.g. students, instructors, employers, administrators, across institutions)?
- Write the outcomes in terms of what the **learner does**, not what the instructor does
- Check that the outcomes reflect **knowledge, skills, or attitudes** required
- Are the outcomes **reflective of the discipline**? Would the discipline be clear if the statement were read in isolation? If not, what additional detail could be added to provide additional disciplinary context?
- Include outcomes that are **woven into the entire** course
- Check that there are the **appropriate number** of outcomes
- List the **sub-outcomes** for each outcome (if required)
- Check that the outcomes fit within **program and course goals**