Writing Learning Outcomes Worksheet

**Step 1:** Decide what student learning outcome you want to measure.

**Step 2:** Think through your student learning outcome. Include the following:

A. Who will be assessed? 
B. What is the appropriate action verb? 
C. What course, program, initiative, special activity, or service is being assessed? 
D. How is the outcome being measured? 
E. What is the timeline for measuring the outcome?

**Step 3:** Write the learning outcome:

**Step 4:** After writing the learning outcome, evaluate the learning by answering these questions with Yes or No (Y/N) or with detail if needed:

1. Does the outcome describe what the faculty/staff intend for students to know (cognitive), think (affective), or do (behavioral)? (Y/N)

2. Is the outcome important or worthwhile? (Y/N)

3. Is the outcome:
   A. Detailed and specific? (Y/N) How?
   B. Measurable? (Y/N)

4. Can an activity be created to enable students to learn the desired outcome? (Y/N)

5. Can the outcome be used to make decisions on how to make improvements? (Y/N)

*Adapted from Gail Short Hanson*