

## Checklist for writing learning outcomes

Use the following checklist to help you as you write learning outcomes.

**When writing learning outcomes, I need to:**

<input type="checkbox"/>	Focus on outcomes, not processes
<input type="checkbox"/>	Start each outcome with an action verb
<input type="checkbox"/>	Use only one action verb per learning outcome
<input type="checkbox"/>	Avoid vague verbs such as <i>know</i> and <i>understand</i>
<input type="checkbox"/>	Check that the verbs used reflect the level of learning required
<input type="checkbox"/>	Ensure that outcomes are observable and measurable
<input type="checkbox"/>	Write the outcomes in terms of what the learner does, not what the instructor does
<input type="checkbox"/>	Check that the outcomes reflect knowledge, skills, or attitudes required in the workplace
<input type="checkbox"/>	Include outcomes that are woven into the entire course(such as <i>work effectively in teams</i> )
<input type="checkbox"/>	Check that there are the appropriate number of outcomes(no more than three per major topic)
<input type="checkbox"/>	List the sub-outcomes for each outcome
<input type="checkbox"/>	Check that the outcomes fit within program and course goals