How to write effective outcomes

Learning Outcomes

Knowledge
- define
- name
- memorize
- repeat
- record
- label
- list

Comprehension
- relate
- recall
- restate
- express
- describe
- report
- list
- model
- recall
- relate

Application
- use
- demonstrate
- schedule practice
- dramatize
- employ
- list

Analysis
- investigate
- examine
- analyze
- differentiate
- calculate
- test

Synthesis
- arrange
- put together
- create
- require new creative thinking

Evaluation
- appraise
- assess
- evaluate
- predict
- select
- choose
- score
- rate

Judgments
- make qualitative + quantitative judgments
- set standards

Learner
- internalizes information
- solves a problem
- identifies information
- arranges
- puts together

Learner separates
- a problem
- uses the knowledge
- appraises
- supplies the component parts
Goals

Broad, abstract statements of what you want to do
Outcomes

Detailed statements of what you will know and be able to do at end of co-op
Outcomes should be:

- S: Specific (significant)
- M: Measurable (meaningful)
- A: Attainable (action-oriented)
- R: Relevant (rewarding)
- T: Time-bound (trackable)
Learning Outcome Development Model

**S**pecific (or Significant)
Target a specific skill or area for development

**M**easurable (or Meaningful)
Provide a specific level of accomplishment

**A**ttainable (or Action Oriented)
State what results can realistically be achieved

**R**elevant (or Rewarding)
Select an outcome related to your work on Co-op

**T**imely (or Trackable)
Specify when/how the outcome will be achieved
Goal

I will become familiar with the publishing industry
Outcome:

I will be able to list the 6 major magazine publishers and what magazine titles are associated with each.
Goal
To learn Excel
Outcome

I will be able to create sales forecasting reports using MS Excel
AVOID Non-Measurable Verbs

1. Familiarize
2. Become acquainted with
3. Gain knowledge of
4. Learn
5. Study
6. Appreciate
7. Understand
<table>
<thead>
<tr>
<th><strong>BLOOM’S TAXONOMY &amp; POWERPOINT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREATE</strong></td>
</tr>
<tr>
<td>PLAN a professional presentation on a cause as a group</td>
</tr>
<tr>
<td>COMPOSE a music video using images and background music</td>
</tr>
<tr>
<td>DESIGN a PowerPoint theme for a mock organization or product</td>
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<tr>
<td>INVENT a new feature for PowerPoint</td>
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<tr>
<td><strong>EVALUATE</strong></td>
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<tr>
<td>CONVINCE someone of an argument with only 3 slides</td>
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<tr>
<td>APPRAISE PowerPoint as a platform for presenting information</td>
</tr>
<tr>
<td>CRITICIZE a PowerPoint for its design and aesthetic</td>
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<tr>
<td><strong>ANALYZE</strong></td>
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<tr>
<td>COMPARE &amp; CONTRAST information by creating a Venn diagram using shapes and text-boxes</td>
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<tr>
<td>SURVEY friends and family and present the data using charts</td>
</tr>
<tr>
<td>IDENTIFY what a professional presentation looks like on PowerPoint</td>
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<td><strong>APPLY</strong></td>
</tr>
<tr>
<td>PREPARE for papers, debates and projects with slide outlines</td>
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<tr>
<td>ILLUSTRATE ideas using shapes and diagrams</td>
</tr>
<tr>
<td>COLLECT articles and sources with relevant information on each slide to create a PowerPoint of research for a paper or project</td>
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<tr>
<td><strong>UNDERSTAND</strong></td>
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<tr>
<td>CLASSIFY objects by organizing slides</td>
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<tr>
<td>SUMMARIZE texts with a limited amount of bullet points</td>
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<tr>
<td>GIVE EXAMPLES of classroom concepts with images and text</td>
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<tr>
<td>DEFEND an argument with a presentation</td>
</tr>
<tr>
<td><strong>REMEMBER</strong></td>
</tr>
<tr>
<td>LABEL diagrams using shapes and text-boxes</td>
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<tr>
<td>DEFINE vocabulary with definitions on each slide</td>
</tr>
<tr>
<td>DESCRIBE objects and key events with images and text</td>
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Learning Outcomes:

- encourage you to take charge of your future
- focus your attention
- provide a tool to measure progress
- direct/re-direct your future learning needs
- "By the end of my co-op, I will have learned...."
# Talking about Learning Outcomes

<table>
<thead>
<tr>
<th>GOALS</th>
<th>OBJECTIVES</th>
<th>OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>General aim or purpose</td>
<td>“The Bullet Points:” Clear statements that describe desired benchmarks</td>
<td>Demonstrable learning achievements</td>
</tr>
<tr>
<td>“I hope to...”</td>
<td>“This is my strategy for taking action...”</td>
<td>“I should now be able to...”</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Statement stem</th>
<th>Research Analogy</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Purpose</td>
<td>Methodology</td>
<td>I hope to enhance my communication abilities by adapting to the workplace culture and models of professional practice.</td>
</tr>
<tr>
<td>I hope to enhance my communication abilities by adapting to the workplace culture and models of professional practice.</td>
<td>Review all company handbooks and policy manuals, note any points of confusion.</td>
<td>I should now be able to readily adapt to changing work environments and standards of professional practice and additionally be able to identify different organizational communication models and analyze their impact on institutional culture.</td>
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<td>Observe and take regular notes on the professional behaviors of those around me.</td>
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<td>Build an organizational chart that includes my role.</td>
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<td>Develop a personalized template and signature for professional emails.</td>
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<td>Conduct an informational interview with my director.</td>
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<td></td>
<td>Attend all company meetings and events.</td>
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</table>
Keys to Writing LO's:

- write as a positive statement
- include dates, times and amounts
- give each a priority
- select outcomes most relevant to you, not your teachers/parents
Relationships of All Things Co-op

- Career Goals
- Resume
- Cover Letter
- LinkedIn
- Interview
- Thank You Note
- Co-op JOB!!

Job Search Strategy
Learning Outcomes
Good luck in writing your learning outcomes
re-visit your learning outcomes throughout the co-op cycle