

Learning Objectives

How to write Learning Objectives

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. It will require that you **learn** a new skill, **develop** a new habit or **gain** new information.

A Learning Objective is:

1. **Understandable:** Written in clear, simple language, which communicates the meaning to all interested parties.
2. **Challenging:** Difficult enough to stimulate interest and be worth college credit.
3. **Achievable:** Capable of being accomplished within the prescribed period of time (one semester).
4. **Measurable:** Specific enough to provide for the observation and verification of accomplishment.

For each objective you should be able to answer the following questions:

What are you planning to achieve?

Why are you going to achieve this?

How do you intend to accomplish this?

How will completion of the Objective be measured?

What will the end result be?

Outlining Your Objectives

In order to complete the Learning Objectives Worksheet, you need to breakdown each objective into four separate questions. The following pages show you how to complete these objectives one question at a time.

Question 1: What is the task to be completed?

All learning objectives should use action verbs. The following is a list of action verbs that you may use to state the task you are going to complete:

Example: Increase sales by 15%. Modify invoice-filing system.

<input type="checkbox"/>	Activate	<input type="checkbox"/>	Coordinate	<input type="checkbox"/>	Institute	<input type="checkbox"/>	Record
<input type="checkbox"/>	Adjust	<input type="checkbox"/>	Create	<input type="checkbox"/>	Instruct	<input type="checkbox"/>	Recruit
<input type="checkbox"/>	Aid	<input type="checkbox"/>	Decrease	<input type="checkbox"/>	Insert	<input type="checkbox"/>	Reduce
<input type="checkbox"/>	Analyze	<input type="checkbox"/>	Define	<input type="checkbox"/>	Introduce	<input type="checkbox"/>	Remove
<input type="checkbox"/>	Apply	<input type="checkbox"/>	Deliver	<input type="checkbox"/>	Investigate	<input type="checkbox"/>	Recognize
<input type="checkbox"/>	Arrange	<input type="checkbox"/>	Demonstrate	<input type="checkbox"/>	Learn	<input type="checkbox"/>	Repair
<input type="checkbox"/>	Articulate	<input type="checkbox"/>	Describe	<input type="checkbox"/>	Lengthen	<input type="checkbox"/>	Replace
<input type="checkbox"/>	Assemble	<input type="checkbox"/>	Design	<input type="checkbox"/>	Limit	<input type="checkbox"/>	Reduce
<input type="checkbox"/>	Assist	<input type="checkbox"/>	Detect	<input type="checkbox"/>	List	<input type="checkbox"/>	Report
<input type="checkbox"/>	Build	<input type="checkbox"/>	Develop	<input type="checkbox"/>	Locate	<input type="checkbox"/>	Reproduce
<input type="checkbox"/>	Calculate	<input type="checkbox"/>	Direct	<input type="checkbox"/>	Maintain	<input type="checkbox"/>	Research
<input type="checkbox"/>	Categorize	<input type="checkbox"/>	Display	<input type="checkbox"/>	Match	<input type="checkbox"/>	Review
<input type="checkbox"/>	Change	<input type="checkbox"/>	Devise	<input type="checkbox"/>	Modify	<input type="checkbox"/>	Revise
<input type="checkbox"/>	Check	<input type="checkbox"/>	Edit	<input type="checkbox"/>	Monitor	<input type="checkbox"/>	Rewrite
<input type="checkbox"/>	Collect	<input type="checkbox"/>	Establish	<input type="checkbox"/>	Motivate	<input type="checkbox"/>	Select
<input type="checkbox"/>	Combine	<input type="checkbox"/>	Estimate	<input type="checkbox"/>	Obtain	<input type="checkbox"/>	Separate
<input type="checkbox"/>	Communicate	<input type="checkbox"/>	Evaluate	<input type="checkbox"/>	Observe	<input type="checkbox"/>	Set up
<input type="checkbox"/>	Compare	<input type="checkbox"/>	Expand	<input type="checkbox"/>	Participate	<input type="checkbox"/>	Simplify
<input type="checkbox"/>	Compile	<input type="checkbox"/>	Explain	<input type="checkbox"/>	Perform	<input type="checkbox"/>	Summarize
<input type="checkbox"/>	Complete	<input type="checkbox"/>	Gain	<input type="checkbox"/>	Permit	<input type="checkbox"/>	Supervise
<input type="checkbox"/>	Compose	<input type="checkbox"/>	Identify	<input type="checkbox"/>	Place	<input type="checkbox"/>	Train
<input type="checkbox"/>	Compute	<input type="checkbox"/>	Illustrate	<input type="checkbox"/>	Plan	<input type="checkbox"/>	Translate
<input type="checkbox"/>	Conduct	<input type="checkbox"/>	Implement	<input type="checkbox"/>	Process	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Construct	<input type="checkbox"/>	Improve	<input type="checkbox"/>	Produce	<input type="checkbox"/>	Update
<input type="checkbox"/>	Contrast	<input type="checkbox"/>	Increase	<input type="checkbox"/>	Provide	<input type="checkbox"/>	Verbalize
<input type="checkbox"/>	Convert	<input type="checkbox"/>	Indicate	<input type="checkbox"/>	Prepare	<input type="checkbox"/>	Verify
<input type="checkbox"/>	Cooperate	<input type="checkbox"/>	Inspect	<input type="checkbox"/>	Rearrange	<input type="checkbox"/>	Write

Question 2: How will it be completed?

Choose among the following list of phrases (or write your own) to describe how you are going to complete the objective.

Example: Accomplish by learning new skills. Accomplished through study and research.

<input type="checkbox"/>	Adaptation	<input type="checkbox"/>	Increased awareness	<input type="checkbox"/>	Research
<input type="checkbox"/>	Adapting classroom knowledge	<input type="checkbox"/>	Increased communication	<input type="checkbox"/>	Review
<input type="checkbox"/>	Application	<input type="checkbox"/>	Increased product knowledge	<input type="checkbox"/>	Sales method and techniques
<input type="checkbox"/>	Applying new/current skills	<input type="checkbox"/>	Increased understanding	<input type="checkbox"/>	Scheduling
<input type="checkbox"/>	Arranging	<input type="checkbox"/>	Instruction	<input type="checkbox"/>	Seeking feedback
<input type="checkbox"/>	Assisting	<input type="checkbox"/>	Interpreting	<input type="checkbox"/>	Seeking information
<input type="checkbox"/>	Attending meeting/workshops	<input type="checkbox"/>	Investigation	<input type="checkbox"/>	Seeking input
<input type="checkbox"/>	Case Studies	<input type="checkbox"/>	Learning new skills	<input type="checkbox"/>	Selling related items
<input type="checkbox"/>	Client response	<input type="checkbox"/>	Making additions	<input type="checkbox"/>	Sorting
<input type="checkbox"/>	Concentration	<input type="checkbox"/>	Making corrections workouts	<input type="checkbox"/>	Studying
<input type="checkbox"/>	Consultation	<input type="checkbox"/>	Maximizing accuracy	<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Correspondence	<input type="checkbox"/>	Maximizing efficiency	<input type="checkbox"/>	The use of a journal or report
<input type="checkbox"/>	Customer response	<input type="checkbox"/>	Observation	<input type="checkbox"/>	Through analysis
<input type="checkbox"/>	Decreasing errors	<input type="checkbox"/>	One-to-group sessions	<input type="checkbox"/>	Training
<input type="checkbox"/>	Demonstration	<input type="checkbox"/>	One-to-one session	<input type="checkbox"/>	Trial and error
<input type="checkbox"/>	Development	<input type="checkbox"/>	On-the job training	<input type="checkbox"/>	Updating
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Operating	<input type="checkbox"/>	Using display techniques
<input type="checkbox"/>	Efficient use of time	<input type="checkbox"/>	Organizing information	<input type="checkbox"/>	Using motivational abilities
<input type="checkbox"/>	Experience	<input type="checkbox"/>	Participation planning	<input type="checkbox"/>	Using necessary materials
<input type="checkbox"/>	Field research	<input type="checkbox"/>	Practice	<input type="checkbox"/>	Visitations
<input type="checkbox"/>	Following policies & procedures	<input type="checkbox"/>	Reading	<input type="checkbox"/>	Working with co-workers
<input type="checkbox"/>	Gathering information	<input type="checkbox"/>	Receiving	<input type="checkbox"/>	Workouts
<input type="checkbox"/>	Increase productivity	<input type="checkbox"/>	Recording	<input type="checkbox"/>	Writing

Question 3: How will it be measured or evaluated and by whom?

In almost all cases your immediate work supervisor will do the evaluation, so the statement may begin:

To be evaluated by supervisor through...

<input type="checkbox"/>	Accuracy	<input type="checkbox"/>	Increased
<input type="checkbox"/>	Client feedback	<input type="checkbox"/>	Inventory/stock checks
<input type="checkbox"/>	Company evaluations	<input type="checkbox"/>	Invoices
<input type="checkbox"/>	Comparisons	<input type="checkbox"/>	Observation
<input type="checkbox"/>	Co-worker feedback	<input type="checkbox"/>	Participants
<input type="checkbox"/>	Consultation	<input type="checkbox"/>	Personal Conferences
<input type="checkbox"/>	Control process	<input type="checkbox"/>	Program review
<input type="checkbox"/>	Critique	<input type="checkbox"/>	Progress report
<input type="checkbox"/>	Cross-checking	<input type="checkbox"/>	Recommendations
<input type="checkbox"/>	Customer feedback	<input type="checkbox"/>	Reductions
<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Review
<input type="checkbox"/>	Drills	<input type="checkbox"/>	Review of reports
<input type="checkbox"/>	Health code standards	<input type="checkbox"/>	Sale receipts
<input type="checkbox"/>	Improved performance	<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Increased accuracy	<input type="checkbox"/>	Testing
<input type="checkbox"/>	Increased efficiency	<input type="checkbox"/>	Verification

Example: To be evaluated by supervisor through review of reports.
To be evaluated by supervisor through discussion and customer feedback.

Question 4: When will it be completed?

Set a reasonable time in which to complete the objective. You may state the completion date as the final month of the semester.

Example: To be completed by June.
By June install 500 square feet of turf seed.