**Writing Goals and Outcomes**

**How to Write a Goal:**

Unit goals are broad statements of what the unit intends to accomplish through its mission, in alignment with the University Life divisional mission and goals. Goals provide a framework for identifying outcomes. There are 3 goals for each unit and each goal has 1-2 outcomes.

[Unit name] will [do what] by [how it will happen].

**How to Write an Outcome:**

Outcomes are specific statements of the desired effect from the purpose of the goal. The unit goal, student development theory, and divisional initiatives inform the outcome. Outcomes are the directly measurable statements derived from the goals.

By [time frame], a [measure] of the [target population] will do [action] as measured or evidenced by [assessment].

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| **Goal 1:** |  |
| Outcome #1: |  |
| Outcome #2 (optional): |  |

|  |  |
| --- | --- |
| **Goal 2:** |  |
| Outcome #1: |  |
| Outcome #2 (optional): |  |

|  |  |
| --- | --- |
| **Goal 3:** |  |
| Outcome #1: |  |
| Outcome #2 (optional): |  |

**How to Write a Student Learning Outcome:**

This is an example of the structure of writing a Student Learning Outcome. The Student Learning Outcome may also be written using the SMART outcome format.

**ABCD Method**

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| Audience + Behavior + Condition + Degree = Student Learning Outcome |

Option A:

[Audience] will [Behavior] by [Condition] as indicated by [Degree]

Option B:

Given [Condition] the [Audience] will [Behavior] by [Degree]

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| Student Learning Outcome #1 | |
| Audience |  |
| Behavior |  |
| Condition |  |
| Degree |  |
|  | |