SLO Guidelines

(a) Outcomes should:
- Be around 4-6 for SLOs and 2-4 for SAOs (certainly less than 10).
- **Broadly and succinctly** express what participants will be able to do upon completion of the course or service.
- Begin with active verbs.
- Address at least two types of learning (e.g., understanding, applying, analyzing).
- Incorporate professional organizational outcomes, if they exist.
- Be assessable (quantitatively and qualitatively, through numbers and reflections).
- **Align** with higher outcomes:
  - Link each SLO with at least one PLO.
  - Link each SAO with the mission of your division as well as at least one ILO; units that do not have contact with students can select all ILOs for each SAO, as their work indirectly supports all facets of student learning.
- Result from collaborative writing and collective agreement (i.e., instructors who teach the same course, department liaison, and division chair must agree on the SLOs).
- Be well formatted: Please end each SLO with a period and start each SLO directly (i.e., do not number SLOs, do not use bullet points, do not place them within quotation marks).
- Be formally submitted:
  - For SLO changes, please submit requests to the Committee for Programs and Curricula (CPC) through KSCM.
  - For SAO changes, please email them to us at logli@hawaii.edu.

(b) Strategies to create outcomes:
- Try a “top-down” approach: Keep in mind PLOs, ILOs, courses and services that precede and follow yours.
- Try a “bottom-up” approach: Consider the ultimate goals of your course, discipline, service.

(c) Examples of good outcomes:
- Compare and contrast major perspectives of political science.
- Explain political institutions such as Senate, Parliament, and Supreme Court.
- Apply mediation styles in different circumstances.
- Students, faculty, staff, and community members consider the campus to be safe.