MEASURABLE LEARNING OBJECTIVES

What are Measurable Learning Objectives (MLOs)?
Measurable Learning Objectives (MLOs) are a set of statements that clearly and precisely describe your intended goals and outcomes your work experience. In addition, these goals should be easily measured or assessed at the end of the semester.

Why have MLOs?
This course gives credit not for your working but for the learning that occurs during your work experience. MLOs are the most effective method to show and evaluate what you have learned during this experience.

How can I get started?
Review your job responsibilities with your supervisor. Think about areas where you can develop new skills, increase knowledge, or improve your work ethic. Draft several preliminary goals and discuss them with your supervisor. Then, select the most effective and realistic goals for this assignment.

What does an MLO look like?
Typically, an MLO combines four major variables in a single sentence: Activity, forecast, time frame, and evaluation. The activity is the desired outcome or expected achievement; the forecast is the proposed level of accomplishment; the time frame is the expected completion date; and the evaluation is the method of measurement.

By the end of the term (time frame), I will design and build a new chair (activity) that meets company construction specifications (forecast) as evaluated by my job supervisor (evaluation).

Be sure to use descriptive verbs/ action words. The above example uses "design" and "build." Other descriptive verbs include develop, execute, increase, plan, perform, reduce, research, write, etc.

Tips for Developing EFFECTIVE MLOs

1. Avoid broad, general objectives.
   Use clear, concise, specific language.

2. Set realistic goals.
   Make sure you have the knowledge, skill, time and freedom to accomplish your objectives.

3. Indicate how you will measure achievement.
   Set a clear measure of success. When possible, use numerical terms (ex. increase speed by 15%). You may also refer to your supervisor's evaluation methods.

Examples of How to Improve Ineffective MLOs

Ineffective: I will become a better sales person.

Effective: By the end of the semester, I will improve my knowledge of sales practices and techniques and will increase my monthly sales by **10%**.

Ineffective: I will meet professionals in the industry.
Effective: By the end of the semester, I will be able to interact professionally with others by organizing at least <u>one</u> productive meeting with potential contacts in the industry.

Ineffective: I will increase my knowledge of Excel.
Effective: By the end of the semester, I will be able to use Excel to sort and analyze the data for at least **two** work-related projects and effectively present the results using a variety of charts and graphs as evaluated by my supervisor.

SAMPLE MLOs

- By the end of the semester, I will have researched and identified at least five potential external funding sources for an afterschool program that serves traditionally underprivileged children.

- By the end of the semester, I will demonstrate a working knowledge of the host agency/institution by submitting to my supervisor an outline that includes mission statement, services, fees, and referral sources.

- By the end of the semester, I will be able to perform preventive maintenance on at least five different types of equipment as evaluated by my supervisor.

- By the end of the semester, I will draw at least five maps in accordance with NCGS 47-30 as evaluated by my supervisor.

- By the end of the semester I will be able to perform computations and calculations to reduce field data for surveying jobs as evaluated by my employer.

- By the end of the semester, I will be able to prepare and fill all sections of a divorce pleading that meets office specifications as evaluated by my supervisor.

- By the end of the semester, I will master the art of speaking with potential clients on the phone and will have added at least two new clients to my company's service area.

- By the end of the semester, I will have researched, written, and edited at least two feature-length news stories fit for publication as evaluated by my supervisor.