

Overview: Program Outcomes Planning Worksheet

The Program Outcomes Planning Worksheet was created by the Centre for Career Education at the University of Windsor in order to help facilitate program design for a proposed Employment Preparation Program for International Students. It addresses all three types of outcomes: learning, personal attribute, and impact.

When drafting the tool, we deliberately placed a stronger emphasis on learning outcomes over the other types of outcomes. This is in keeping with the institution's strong commitment to the documentation of learning outcomes (and the corresponding need to demonstrate that they have been met). This emphasis may change from institution to institution or even, perhaps, from program to program.

Another critical consideration was whether we wanted to measure actual learning, perceived learning (or both) because each requires a different strategy..

In addition, we considered available resources and made the decision not to plan to attempt measurement of impact outcomes. That can come later, should resources allow.

We are using this planning tool to facilitate the intentional design of a potential program to meet the outcomes we are trying to achieve. It provides a structure which allows us to think about and then articulate what we are trying to do, how we might do it and how we will assess the outcomes of the program. Further, we are able to see what activities can simultaneously contribute to the achievement of the same outcomes. This serves as a foundation – guiding our work on the actual program development and the educational strategies/assessment methods.

While our sample outlines a potential Employment Preparation Program for international students, this tool can be used for any program or, for that matter, even a single activity.