WRITING YOUR OBJECTIVE/SLO

1 - Target or Subject: (Office or Students)	2 - Verb (Connect with Level of Service):

3 - Object (Umbrella Concept of Implementation):

Final Sentence (Rewrite from steps 1-3 from above):

Office Objectives (Shults Dorimé - Williams Taxonomy)

Delivery: Providing Information of Services	Allocate	Distribute	Issue	Provide	Transmit
	Communicate	Implement	Offer	Report	
	Deliver	Inform	Perform	Submit	
	Designate	Install	Present	Transfer	
Maintenance: Conducting Routine Activities	Administer	Comply	Expedite	Operate	Regulate
	Check	Conduct	Inspect	Prevent	Schedule
	Collect	Ensure	Maintain	Procure	Secure
	Compile	Execute	Obtain	Receive	
Management: Managing Established Operations	Approve	Assign	Determine	Plan	Utilize
	Advocate	Authorize	Direct	Respond	Verify
	Align	Coordinate	Navigate	Select	
	Appoint	Designate	Organize	Supervise	
Development: Advancing Operations through Innovation	Arrange	Compose	Develop	Grow	Integrate
	Acquire	Construct	Devise	Identify	Originate
	Advance	Create	Establish	Initiate	Produce
	Build	Design	Generate	Institute	
Integration: Working with Other Units to Enhance Operations	Advise	Consult	Encourage	Instruct	Support
	Assist	Cooperate	Engage	Motivate	Train
	Collaborate	Counsel	Explain	Protect	
	Connect	Demonstrate	Guide	Serve	
Analysis: Evaluating Effectiveness of Operations	Analyze	Edit	Interpret	Predict	Summarize
	Appraise	Evaluate	Investigate	Project	Survey
	Audit	Examine	Measure	Research	Test
	Compare	Forecast	Monitor	Review	

Student Learning Outcomes (Bloom's Taxonomy)

I. Remembering **Exhibit memory of previously learned material by recalling facts, terms, basic concepts and answers.**	Choose Define Find How Label List	Match Name Omit Recall Relate Select	Show Spell Where Which Who Why
II. Understanding **Demonstrate understanding of facts by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.**	Classify Compare Contrast Demonstrate Explain Extend	Illustrate Infer Interpret Outline Relate Rephrase	Show Summarize Translate Demonstrate
III. Applying: **Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.**	Apply Build Choose Construct Develop	Experiment with Identify Interview Make use of Model	Organize Plan Select Solve Utilize

Student Learning Outcomes (Bloom's Taxonomy)

IV Analyzing: **Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.**	Analyze Assume Categorize Classify Compare Conclusion	Contrast Discover Dissect Distinguish Divide Examine	Function Inference Inspect List Motive Relationships	Simplify Survey Take part in Test for Theme		
V. Evaluating **Present and Defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.**	Agree Appraise Assess Award Choose Compare	Conclude Criteria Criticize Decide Deduct Defend	Determine Disprove Estimate Evaluate Explain Importance	Influence Interpret Judge Justify Mark Measure	Opinion Perceive Prioritize Prove Rate Recommend	Rule on Select Support Value
VI. Creating: **Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.**	Adapt Build Change Choose Combine Compile	Compose Construct Create Delete Design Develop	Discuss Elaborate Estimate Formulate Happen Imagine	Improve Invent Make up Maximize Minimize Modify	Original Originate Plan Predict Propose Solution	Solve Suppose Test Theory

WRITING YOUR MEASURES

Measure 1	Measure 2
Measure Type: (Direct / Indirect):	Measure Type: (Direct / Indirect):
Measure Description:	Measure Description:
Target:	Target:
Where:	Where:
When:	When:
Who:	Who: