

## ASSIGNMENT SHEET CHECKLIST

Teacher's name \_\_\_\_\_ Date \_\_\_\_\_  
 Course name & number \_\_\_\_\_

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Notes |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Purpose & Goals                | <p>____ Description of genre or type of text to be produced, including mode(s) in which it is to be composed</p> <p>____ Goals for the assignment (Explain what students will learn from completing the assignment and how this learning articulates with course outcomes.)</p> <p>____ Assignment steps and products to be created as part of these steps</p> <p>Two examples:</p> <ol style="list-style-type: none"> <li>1. proposal→annotated bibliography→rough draft→revised draft→oral presentation→reflection</li> <li>2. story treatment→script→shot list→edited video→reflection</li> </ol> <p>____ Due date for the assignment (if not specified on syllabus)</p>                                                                                                                                                                                  |       |
| Audience                       | <p>____ Description of the kinds of audiences appropriate for the assignment</p> <p>You might avoid having students create their own audience with no guidance. You might also refrain from positing the instructor as the audience for every paper.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| Format, Style, & Documentation | <p>____ Number and kinds of sources required</p> <p>____ Suggested databases or research strategies for students</p> <p>____ Recommended length of the final draft (number of words, pages, slides, minutes of audio/video/oral presentation time)</p> <p>____ Required documentation style (MLA, APA, Creative-Commons Attribution, other)</p> <p>Especially for alphabetic texts, the following elements are often specified as part of the documentation style. If you have expectations other than those dictated by the published style guide, you might include them in the assignment sheet.</p> <p>____ Whether such things as title page, references page, appendices are expected</p> <p>____ Format for title pages, headers, references pages</p> <p>____ Directions for spacing, type and font, margins, headings, indentation, title pages</p> |       |
| Evaluation Criteria            | <p>The following elements may appear on your syllabus. If one or more of them does, you don't need to include on your assignment sheet.</p> <p>____ Point value for the assignment and how that fits as part of the total grade for the semester</p> <p>____ Specific explanations of how students can successfully meet your criteria</p> <p>____ Stages at which feedback will occur (e.g., feedback on proposal, peer review)</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |       |