

ASSIGNMENT CHECKLIST

Teacher's name _____ Date _____
 Course name & number _____

		Notes
Purpose & Goals	____ Description of genre or type of text to be produced, including mode(s) in which it is to be composed ____ Goals for the assignment (Explain what students will learn from completing the assignment and how this learning articulates with course outcomes.) ____ Assignment steps and products to be created as part of these steps Two examples: 1. proposal→annotated bibliography→rough draft→revised draft→oral presentation→reflection 2. story treatment→script→shot list→edited video→reflection ____ Due date for the assignment (if not specified on syllabus)	
Audience	____ Description of the kinds of audiences appropriate for the assignment 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 assignment.	
Format, Style, & Documentation	____ Number and kinds of sources required ____ Suggested databases or research strategies for students ____ Recommended length of the final draft (number of words, pages, slides, minutes of audio/video/oral presentation time) ____ Required documentation style (MLA, APA, Creative-Commons Attribution, other) 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. ____ Whether such things as title page, references page, appendices are expected ____ Format for title pages, headers, references pages ____ Directions for spacing, type and font, margins, headings, indentation, title pages	
Evaluation Criteria	____ Point value for the assignment and how that fits as part of the total grade for the semester ____ Descriptions of assignment-specific evaluation criteria ____ Stages at which feedback and/or evaluation will occur (e.g., feedback on proposal, peer review)	