Name of Course

Instructor

Assignment name + Due date

Assignment goal: write a brief paragraph about what the student will achieve by doing this assignment

Connect to outcomes: Write a couple bullet points or sentences about what course outcomes this assignment aligns with.

Genre and audience: Name the genre (i.e. rhetorical analysis, film evaluation, etc.) and the audience the student should write for (i.e. instructor, student peers, etc.)

Steps to follow (optional): If you expect the student to do research or visit the Writing Center, this is a good place to provide steps the student should expect to follow in order to complete the paper on time while meeting all the requirements.

Presentation expectations: Lay out all the expectations you have for the final project. May include: submission guidelines (where?), format (MLA?APA?), typeface, tone (first person okay?), length, etc.

Timeline and deadlines: If you are allowing time for peer review in class or requesting Writing Center visits, this is a good place to put those deadlines. Students in College Writing are used to seeing all their deadlines listed here, including peer review, rough draft submission, final draft submission.

Evaluation: Providing your rubric or grade sheet on the assignment sheet or a link to it on Blackboard gives the student a complete picture of how they will be assessed. Many students use an instructor’s rubric as a checklist as they revise and edit before submitting their paper.