

Writing Assignment Sheets

A written assignment sheet is crucial. Even though faculty may be quite explicit in describing the writing assignment, it will be difficult for students to remember details unless the assignment is in print.

The sheet should include the following kinds of information:

- the kind of writing expected (analytical, argumentative, etc.)
- the range of acceptable topics or research questions
- the length requirements
- the source or citation requirements (if applicable)
- the documentation style expected (if applicable)
- the formatting requirements
- due dates for drafts, other preliminary materials, and final version
- penalties for not meeting basic requirements and deadlines
- any other criteria used in evaluating the paper