ASSIGNMENT-SHEET 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 paper.	
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	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. ____Point value for the assignment and how that fits as part of the total grade for the semester ____Specific explanations of how students can successfully meet your criteria ____Stages at which feedback will occur (e.g., feedback on proposal, peer review)	

Revised (04/2015)