

## Guidelines for the Formulation of an Effective Assignment

1. Consult with a librarian as you design or revise your assignment. Librarians can help identify new resources and bring you up to date on changes that might affect your assignment.
2. State the purpose of the assignment and tie the assignment to your course curriculum. Assignment that is relevant to the course curriculum enhance student learning.
  - Why should students do the assignment?
  - What will they learn from the assignment?
  - How will the assignment help them in the future?
  - Can the students apply the process, the concepts, or skills elsewhere?
3. Devote some class time to brainstorm the assignment.
4. Recommend a process by breaking down the assignment into a series of tasks and establish deadlines for different stages of the assignment. This will help students pace their work and avoid plagiarism. At the same time, it will provide them with the opportunities to get feedback from their instructors.
5. Develop a precise and detailed checklist of your expectations.
  - Distinguish between sources of information - - journal, magazine, books, web resources,
  - Distinguish between types of information - - primary, secondary, popular, scholarly, current, historical, ...
  - Be clear on the format of the sources - - print, electronic, multimedia, ...
  - Determine length of the paper
  - Specify citation format – APA, MLA, etc.
6. Provide guidelines and criteria where needed. Add weight to the criteria, if it is expected from students.
  - Web evaluation criteria
  - Standards of critical thinking
  - Writing guidelines
  - MLA style guidelines
  - Online communication guidelines
7. Clarify concepts and provide examples where possible.
8. Display sample from previous quarters as model.
9. Avoid giving an assignment that requires an entire class looking for one piece of information or researching the same topic. However, if your assignment requires the use of a particular library resources, do the followings:
  - Make sure those materials are owned by the library or can be found through resources available in the library
  - Place the library items that will be used by your students on the reserve collection.
  - Make sure the students have the complete and accurate citation information to the resources
10. Do the assignment yourself to make sure your students have a reasonable expectation to complete the assignment.
11. Arrange for a library instruction that has been tailored to your assignment and give the assignment to the students prior to the library instruction.
12. Send a copy of the assignment to the library ahead of time
13. Get feedback from students to revise the assignment in the future