



How to Write a Good Assignment Sheet

What will students want to know?

- why do I have to do this? → RATIONALE



What will students want to know?

what do I have to do?



DESCRIPTION, FORMAT, GOALS



What will students want to know?

Who will read this?



INFORMATION ON AUDIENCE(S)



What will students want to know?

How much is it worth?



INFORMATION ON PTS. POSSIBLE



What will students want to know?

When is it due? → DUE DATES



OPTIONAL INFORMATION

- Brainstorming / Pre-writing guides
- Information on approximate length, if appropriate.
- Other resources



Elements of an Effective Assignment Sheet

- Rationale
- Description / Format / Goals of Assignment
- Information on Audience
- Points Possible
- Due Date(s)
- Optional: Brainstorming prompts, length, other resources

Your turn

Write an assignment sheet for your **culminating assessment** for the entire year.

- How does it reflect your overarching concept for the course?
- How does it reflect a shared purpose?
- How does it accommodate student interest?
- How would you prove to an administrator that it is academically oriented? How does it meet standards? What text type is it, or did you use a combo of text types?
- Is it a conventional or unconventional assignment or a combination of both?

How did it go?

- How did you feel about this process? What was easy? What was difficult? What questions did it raise?
- What kind of scoring guide or other evaluation methods do you imagine using for this project?
- What do you want to remember from this process as you write assignment sheets for your Yearlong Plan and later, for your Unit Plan?