North Carolina Central University
Course Title
Instructor
Term

ASSIGNMENT TITLE:
Week/MODULE #
Due Date:

Learning Objectives

List your learning objectives/SLOs that will be practiced and assessed in this assignment. Make sure that the assignment aligns with the students learning outcomes. Remember, your SLOs should be measurable, specific, clear and written from students' perspective. They should describe an observable behavioral outcome.

- A
- B
- C
- D

Description & Purpose

Add a general description of the assignment. Make sure to explicitly assert its purpose by explaining the knowledge, skills, or competencies that the students will gain from completing this assignment.

You might want to consider the following prompts:
1. What is the assignment about?
2. What is your rationale behind requiring your students to complete this assignment?
3. How does it relate to the SLOs (& MLOs) as well as the program outcomes/goals/standards?
4. What is the assignment's relevance and usefulness to your students' real lives (potential jobs, community, etc.)? Connecting your course tasks to real life situations (authenticity).
5. Does it include an explicit statement connecting the assignment to prior tasks or knowledge addressed previously either in the same course or elsewhere within the program?
6. Is the language plain and accessible? Are you using simple syntax? Are you utilizing high frequency vocabulary? Did you include some sort of elaboration to define some complex jargon/terminology (i.e. appositive sentences, succinct definition between parentheses, referring to glossary list, etc.)?

Step-by-Step Directions

Add details regarding how to complete the assignment. List and describe each task that should be conducted in this assignment. Instruction should be detailed, explicit, and clear. Make sure to spell out your expectations.

You might want to consider the following prompts:
1. Is the instruction clear? Is it clear from any ambiguities?
2. Are the tasks in this assignment focused and specific?
3. Does the instruction explain how the students will complete the task successfully?
4. Does the instruction help students avoid cognitive overload?
5. Does the instruction help students concentrate on the tasks in an efficient manner?
6. Are the steps (or requirements) logically and developmentally sequenced?
7. Are they connected to previous practice opportunities?
8. Are there any unnecessary tasks or steps that could be deleted?
9. Are your expectations clearly defined?
10. Is the language plain and accessible? Are you using simple syntax? Are you utilizing high frequency vocabulary? Did you include some sort of elaboration to define some complex jargon/terminology (i.e. appositive sentences, succinct definition between parentheses, referring to glossary list, etc.)?

For example:

- First, you…
- Second, relying on…
- Third, after having…, you…
- Fourth, …
- Finally, make sure to…

Assessment

Success criteria of the assignment should be included so that your students would have a clear understanding of your expectations. Including a rubric clarifies your expectations and make grading less subjective.

You might want to consider the following prompts:

1. Is a rubric or checklist provided?
2. What about the quality of the rubric?
3. Are the success criteria clearly defined?
4. Do the success criteria clearly determine what level of performance signifies mastery and excellence?
5. Is the language used plain and accessible?

6. Do you provide your students with the opportunity to apply the rubric whether in a peer-review activity or in a debriefing activity where they can concretely see how each criterion would look like?

Materials and Technology Needed

List all the materials, links, videos, samples, previous lessons or modules etc. needed to help your students complete the assignment. It is also a good practice to include a good and/or a bad example of that assignment.

You might want to consider the following prompts:
1. Do you include any instructional materials or resources that would help the students successfully complete the task?
2. Are there too many overwhelming resources?
3. Do they align with the stated SLOs as well as the tasks required in the assignment?
4. Are the supporting materials easily accessed?
5. Do you provide examples for excellent works?
6. Do the technologies suggested facilitate or hinder the completion of the task? Are they user-friendly?
7. Do you provide links to the tutorials of the technologies used for this assignment?

Based on Winkelmes' (2013; 2016) Transparent Teaching & Learning Transparency.