Note: The Assignment Template is an example. Tailor it to meet the needs of your course.

EPD [Course #] Assignment Name and/or #

# Due Date:

# Assignment Instructions

[Introduce the assignment. Explain the rationale for the assignment and how it connects to the course goal(s) and/or learning objective(s). This section can help to scope the assignment for students.]

## Audience (optional)

[This section can be used to provide a brief explanation of the audience (if needed). This can also help to scope the assignment.]

# Assignment Requirements

[List any requirements that are necessary for the assignment.]

* [Scope, Style, Structure, Tone]
* [Suggested tools, techniques, or resources to use]
* [Acceptable file formats (pdf, ppt, word, for example)]
* [Citation style (MLA, APA, Chicago, etc.)]
* [May add clearly-labeled visuals to aid in comprehension of instructions]

# Assignment Submission Instructions

[Explain to students the what, where, and how to submit the assignment deliverables. Be as explicit as possible, as this will save time by reducing confusion and the number of student questions. Include any special instructions for submission, including file naming conventions.]

## Final Naming Instructions (optional)

[Instructor can provide explicit instructions for a filename for this assignment.]

# Grading Criteria (or Rubric)

Provide students with an explicit account of grading criteria that will be used to evaluate their work on an assignment. This can either be accomplished through a paragraph of explanation, a scoring sheet, or an analytic rubric. Please contact someone in the Learning Design and Technologies unit at EPD if you have questions or need examples.

***Assessment & Grading Criteria Example***

Total Assignment Points: 100 total points

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Levels of Attained Competence** | **Points** |
| Introduction and scope of project | * Provides an overview and clear scope for the context of the analysis and evaluation project.
* Effectively presents the motivation for the project.
* Provides clear description, context, and selection process of virtual course.
 | **20** |
| Discussion and Application of Quality Framework | * Summarize chosen framework and articulate reasons for choosing the framework for this particular project.
* Accurately and effectively utilize and refer to quality rubric dimensions or criteria in the evaluation of chosen virtual course.
* Demonstrate considerable familiarity with selected quality framework through analysis of the virtual course.
 | **30** |
| Conclusion/ Summary | * Provides a clear summary/conclusion according to APA guidelines.
* Effectively summarizes key points of the analysis and evaluation.
 | **20** |
| Style, Grammar, Spelling, and Clarity of Report, APA format | * Professional level grammar, spelling, and appropriate writing style according to APA format.
* Appropriate use of images, tables, hyperlinks, and supporting information.
* No (or few) spelling or grammatical errors.
 | **10** |
| References and Citation | * Proper citation and attribution of sources within the report according to APA format.
 | **10** |
| Appendices, tables, images, screen captures, other media  | * Creative and effective display of information tables or screen capture images to support arguments, ideas, and key points.
 | **10** |

## Examples (optional)

* [Providing a successful assignment example models expectations.]
* [Share a link to an example, in part or whole.]