

Quality Assignment Planning Chart

Plan the purpose of the assignment

1. Answer the question, "What will students accomplish" by determining the knowledge or skills students should be able to demonstrate by completing the assignment.
2. Answer the question, "How will they do this?" by determining how students will demonstrate their knowledge. To do this, select a verb and an assignment idea from the "Assignment Ideas" Sheet.
3. Answer the question, "Why is this important?" by stating how the knowledge and /or skills they acquire by completing the assignment will be of benefit in the future.

Link assignment to student needs & interests

1. To make the assignment personally relevant for students, consider the physical, intellectual, social, emotional, and cultural characteristics and interests of students.
Consider offering assignments based on:
 - current events
 - heroes/heroins
 - social interaction
 - cultural values
 - community involvement
 - TV
 - fantasy
 - futurism
2. Consider ways to produce a final product without boring or frustrating students.
Consider variations according to:
 - **Format** (match modality strengths—oral, written demonstration, etc.)
 - **Organization** (lists, diagrams, outlines)
 - **Content** (topics, task selection)
 - **Purpose** (practice, prepare, extend, create)
 - **Location** (library, home, study hall)
 - **Social interaction** (partner, small group)
 - **Resources** (books, film strips, etc.)
3. Consider pitfalls that might prevent successful completion of the assignment. For example:
 - Confusing vocabulary words
 - Unavailability of equipment
 - Unfamiliarity with equipment
 - Lack of particular academic skill
 - Low access to resources
 - Low motivation
4. Offer solutions to such problems.

Arrange clear student directions

To arrange clear student directions, jot down information that is complete and easy to follow. This includes:

Action Steps:

The task broken into its component parts.

Grading Criteria

The way grades will be determined.

Supplies/Resources

The human and material resources (*text books, dictionaries, magazines, computers, people*) needed to complete the work.

Due Date(s)

The day on which the work is to be handed in; shows time consideration.

Points

The total points assignment is worth.

Note evaluation date & results

Specify a date for reviewing the appropriateness and outcomes of the assignment:

Assignment Review Date

Note the date when the assignment results will be ready and an assignment discussion can be conducted.

Results:

Record necessary changes in the assignment to ensure better performance the next time it is used or the course is taught.