

## GUIDELINES FOR WRITTEN ASSIGNMENT INSTRUCTIONS

O'Reilly and Kelly (2008) offer the following essentials for preparing an assignment for assessment:

- Name of the assignment (this should match the name given in the syllabus)
- **Learning outcomes to which the assignment relates**
- Due date
- Recommended resources to be used in assignment completion
- Assignment expectations (length, citation requirements)
- Level of group participation, if applicable
- Process (how students should turn in assignment, how you will provide feedback to them)
- **Grading method** (include rubric and make available to students)