Transparent Assignment Design Checklist

BASIC ELEMENTS

Does your assignment provide students with:

- ☐ The name/title of the assignment at the top of the page?
- ☐ The due date at the top of the page, directly under the title?
- ☐ Directions on where/how to submit the assignment (on paper, on LMS, via email, etc.)?

PURPOSE: Why does this assignment matter?

Does the *Purpose* section provide students with:

- ☐ A brief description of the end product?
- ☐ The relevance/usefulness of the assignment to students' learning in this course and beyond (the discipline, career, life)?
- ☐ A list of essential skills they will practice as they complete the assignment?
- ☐ A list of knowledge they will apply/build as a result of completing the assignment?

TASK: How do I complete this assignment?

Does the *Tasks* section provide students with:

- ☐ A brief overview of what students will do to complete the assignment?
- ☐ The first step…the next step…through their completion of the work?
- ☐ Tips for focusing their efforts on producing the best work?
- ☐ Hints on how to avoid "pitfalls" and "time-wasters" (unproductive pathways)?

Questions to ask yourself:

- ☐ Would this assignment benefit from segmentation into several assignments, each one focused on a discrete set of skills?
- ☐ Would students benefit from some practice exercises in class to prepare them to perform the task outside of class on the graded assignment?

CRITERIA: What does success look like?

Does the Criteria section provide students with:

- ☐ A checklist or a rubric of criteria for what high quality work looks like (provided in advance so students can self-monitor expectations)?
- ☐ Examples of other student work from previous semesters or real-world products that are applicable to the assignment?
- ☐ An opportunity to annotate an example in class, using the checklist/rubric?