

TRANSPARENT WRITING ASSIGNMENT TEMPLATE AND EXAMPLES

Equity-based strategies to increase clarity, understanding, and fulfill expectations in writing assignments.

This template is useful for both formal (summative) and informal (formative/scaffolding) writing assignments, and includes information about and examples for each section.

WRITING SITUATION / CONTEXT

In this section, include the circumstances surround the writing assignment and why you are assigning it? This can include the topic, the learning outcomes, and/or the course schedule as well as other assignments.

Formal/Summative Example:

In everyday life we frequently encounter news or stories that talk about the latest scientific developments or trends. As you go throughout your life, how do you know if these stories are factual?

For this assignment, you are going to find a news story about some development or trend in biology and then determine the accuracy of the information.

Informal/Formative Example:

As detailed previously in this course, your final project is to submit a geological report of a specific area. The first step in completing this project is to get approval for the area you have chosen for your report.

AUDIENCE

In this section, include who your students are writing for? This should be specified, including whether it's a real or imagined audience.

Formal/Summative Example:

The audience for this assignment is your friend, family member, or neighbor who doesn't know much about science and wants to know if the article is accurate.

Informal/Formative Example:

Your instructor is your audience. You should be sure to explain why you think this area works for this report.

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PURPOSE

In this section, include what your students will get out of this assignment? What will they learn? How does the assignment reflect to the learning outcomes/course objectives? Stating the purposes of the assignment will help student prioritize their efforts and focus their attention on what you want them to be doing.

Formal/Summative Example:

This assignment is for you to demonstrate your achievement of the course objectives:
Summarize scientific findings, Evaluate scientific findings for accuracy, Explain scientific concepts in simple terms to people who don't know about biology.

Informal/Formative Example:

The purpose of this assignment is to ensure that you are conducting your research on an appropriate area for the final project.

TYPE OF WRITING: "GENRE"

In this section, include what kind of writing will the student produce? Stating the type of writing will help students know what to expect. They can also look for examples online or in the SLCC Open Collection of Student Writing.

Formal/Summative Example:

You are writing a summary and an evaluation. A summary provides a statement or account of the main points, and an evaluation analyzes the quality of the article's information. Both written in paragraph form.

Informal/Formative Example:

You are writing a response. A response addresses all of the questions/requests in the assignment. A response may be in paragraph or numbered sentences form.

PROCESS

In this section, include how the students will complete this assignment? What are the steps and tasks that will be necessary? Are there specific deadlines along the way to the final deadline?

Formal/Summative Example:

Complete the following steps for this assignment:
1) Find an article about a scientific development or trend
2) Evaluate the article for the accuracy of the information. Does the source reference any studies? How were those studies performed? Does the information line up with the information you have learned in this course?
3) Write a summary of the article for your friend, including your evaluation for its accuracy.

Informal/Formative Example:

Use our class resources to explore possible areas that you can research for the report. Take your time to describe your top three possible areas. Note their location and why you have chosen them. Explain how they will meet the requirements of the final project assignment. Make sure you include your name and course section number.

WHAT YOU'LL TURN IN

In this section, include what the students will submit for the assignment? How? Where? When?

Formal/Summative Example:

You will upload a single file through this Canvas assignment page. Please name it "Biology Article Summary and Evaluation."

Informal/Formative Example:

You may either upload a file or simply post a response to this assignment page.

FORMATTING EXPECTATIONS / EVALUATIVE CRITERIA

In this section, include what formatting or design expectations are required? How will the assignment be evaluated? If there is a rubric, refer to it. List criteria that you will use to evaluate.

Formal/Summative Example:

This is a formal assignment, so I recommend that you take it to the Student Writing and Reading Center or share it with someone who can give your feedback on it before you submission.

Formatting: 1) be double-spaced, 2) have regular margins and font, 4) have indented paragraphs, and 5) have your name at the top. It should be carefully proof-read, spell-checked, and grammar-checked. The evaluative criteria and their weights are listed in the rubric found below.

Informal/Formative Example:

This assignment is informal so it does not need to be reviewed by someone else before you submit it (though you should probably run it through grammar and spell check to catch errors).

Be sure it includes all of the information that is required for your instructor to approve your choice. It will be evaluated as "Approved/Not Approved."

EXAMPLES

In this section, provide examples of the assignment as appropriate or refer them to the SLCC Open Collection of Student Writing.

For questions or support call the WAC director @ (801) 957 - 3232

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