

TRANSPARENT ASSIGNMENT TEMPLATE

Equity-based strategies to increase clarity, understanding, and fulfill expectations in assignments. This template is useful for both formal (summative) and informal (formative/scaffolding) assignments.

SITUATION/CONTEXT

In this section, include the circumstances that surround the 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.

AUDIENCE

In this section, include your students' audience(s). This should be specified, including whether it's a real or imagined audience.

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.

PRODUCT

In this section, name what the students are expected to produce. This helps them know what to expect. They can also look for strategies and examples online or in the SLCC Open Collection of Student Writing.

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?

WHAT YOU'LL TURN IN

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

FORMATTING EXPECTATIONS/EVALUATIVE CRITERIA

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

EXAMPLES

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

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For support or feedback, contact the
WAC director @ (801) 957-3232 or
i.slcc.edu/wac