

## Steps to Creating a Structured Assignment

Follow these steps to create a structured assignment:

1. Provide a purpose or goal statement.
  - a. What do you want students to know or be able to do by the end of this assignment, and how will it benefit them?
2. Clearly explain the requirements.
  - a. Specify the length, style, and style guide for formatting and citations.
  - b. Include research requirements, such as the number of sources or references required.
3. Provide and discuss models.
  - a. Ask your students how familiar they are with the kind of document they are to produce, provide support, and review models or samples. If possible, provide multiple examples so students don't think there is only one "right" way to do it.
  - b. Review the format and styles of the models with your students and tell them why you selected them as positive models.
  - c. It is also helpful to show models of common mistakes students have made in the past and discuss revision techniques with students.
4. Schedule the process.
  - a. Instead of simply providing a list of what needs to be included in the project, create step-by-step instructions.
  - b. Break the assignment into sections and provide a due date for each section.