

# How Do I Create Meaningful and Effective Assignments?

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Assessment is a necessary part of the teaching and learning process, helping us measure whether our students have really learned what we want them to learn. While exams and quizzes are certainly favorite and useful methods of assessment, out of class assignments (written or otherwise) can offer similar insights into our students' learning. And just as creating a reliable test takes thoughtfulness and skill, so does creating meaningful and effective assignments. Undoubtedly, many instructors have been on the receiving end of disappointing student work, left wondering what went wrong... and often, those problems can be remedied in the future by some simple fine-tuning of the original assignment. This paper will take a look at some important elements to consider when developing assignments, and offer some easy approaches to creating a valuable assessment experience for all involved.

### First Things First...

Before assigning any major tasks to students, it is imperative that you first define a few things for yourself as the instructor:

- **Your goals for the assignment.** Why are you assigning this project, and what do you hope your students will gain from completing it? What knowledge, skills, and abilities do you aim to measure with this assignment? Creating assignments is a major part of overall course design, and every project you assign should clearly align with your goals for the course in general. For instance, if you want your students to demonstrate critical thinking, perhaps asking them to simply summarize an article is not the best match for that goal; a more appropriate option might be to ask for an analysis of a controversial issue in the discipline. Ultimately, the connection between the assignment and its purpose should be clear to both you and your students to ensure that it is fulfilling the desired goals and doesn't seem like "busy work." For some ideas about what kinds of assignments match certain learning goals, take a look at the following website from DePaul University's Teaching Commons:  
[http://teachingcommons.depaul.edu/How\\_to/design\\_assignments/assignments\\_learning\\_goals.html](http://teachingcommons.depaul.edu/How_to/design_assignments/assignments_learning_goals.html)
- **The levels of your students.** What do your students already know, and what can they do when they enter your class? Knowing what your students are (or are NOT) bringing to the table can help you tailor the assignment appropriately for their skill levels, for an assignment that is too challenging can frustrate students or cause them to shut down, while an assignment that is not challenging *enough* can lead to a lack of motivation. Knowing your students' levels will help you determine how much direction to provide for them as well. Some abilities you might want to investigate include:
  - Have they experienced "socialization" in the culture of your discipline (Flaxman, 2005)? Are they familiar with any conventions you might want them to know? In other words, do

they know the “language” of your discipline, generally accepted style guidelines, or research protocols?

- Do they know how to conduct research? Do they know the proper style format, documentation style, acceptable resources, etc.? Do they know how to use the library (Fitzpatrick, 1989) or evaluate resources?
- What kinds of writing or work have they previously engaged in? For instance, have they completed long, formal writing assignments or research projects before? Have they ever engaged in analysis, reflection, or argumentation? Have they completed group assignments before? Do they know how to write a literature review or scientific report?

In his book *Engaging Ideas* (1996), John Bean provides a great list of questions to help instructors focus on their main teaching goals when creating an assignment (p.78):

1. What are the main units/modules in my course?
2. What are my main learning objectives for each module and for the course?
3. What thinking skills am I trying to develop within each unit and throughout the course?
4. What are the most difficult aspects of my course for students?
5. If I could change my students’ study habits, what would I most like to change?
6. What difference do I want my course to make in my students’ lives?

### **What your students need to know**

Once you have determined your own goals for the assignment and the levels of your students, you can begin creating your assignment. However, when introducing your assignment to your students, there are several things you will need to clearly outline for them in order to ensure the most successful assignments possible.

- First, you will need to articulate **the purpose of the assignment**. Even though you know why the assignment is important and what it is meant to accomplish, you cannot assume that your students will intuit that purpose. Your students will appreciate an understanding of how the assignment fits into the larger goals of the course and what they will learn from the process (Hass & Osborn, 2007). Being transparent with your students and explaining why you are asking them to complete a given assignment can ultimately help motivate them to complete the assignment more thoughtfully.
- If you are asking your students to complete a writing assignment, you should define for them the “**rhetorical or cognitive mode/s**” you want them to employ in their writing (Flaxman, 2005). In other words, use precise verbs that communicate whether you are asking them to analyze, argue, describe, inform, etc. (Verbs like “explore” or “comment on” can be too vague and cause confusion.) Provide them with a specific task to complete, such as a problem to solve, a question to answer, or an argument to support. For those who want assignments to lead to top-down, thesis-driven writing, John Bean (1996) suggests presenting a proposition that students must defend or refute, or a problem that demands a thesis answer.

- It is also a good idea to define **the audience** you want your students to address with their assignment, if possible – especially with writing assignments. Otherwise, students will address only the instructor, often assuming little requires explanation or development (Hedengren, 2004; MIT, 1999). Further, asking students to address the instructor, who typically knows more about the topic than the student, places the student in an unnatural rhetorical position. Instead, you might consider asking your students to prepare their assignments for alternative audiences such as other students who missed last week’s classes, a group that opposes their position, or people reading a popular magazine or newspaper. In fact, a study by Bean (1996) indicated the students often appreciate and enjoy assignments that vary elements such as audience or rhetorical context, so don’t be afraid to get creative!
- Obviously, you will also need to articulate clearly **the logistics or “business aspects” of the assignment**. In other words, be explicit with your students about required elements such as the format, length, documentation style, writing style (formal or informal?), and deadlines. One caveat, however: do not allow the logistics of the paper take precedence over the content in your assignment description; if you spend all of your time describing these things, students might suspect that is all you care about in their execution of the assignment.
- Finally, you should clarify **your evaluation criteria** for the assignment. What elements of content are most important? Will you grade holistically or weight features separately? How much weight will be given to individual elements, etc? Another precaution to take when defining requirements for your students is to take care that your instructions and rubric also do not overshadow the content; prescribing too rigidly each element of an assignment can limit students’ freedom to explore and discover. According to Beth Finch Hedengren, “A good assignment provides the purpose and guidelines... without dictating exactly what to say” (2004, p. 27). If you decide to utilize a grading rubric, be sure to provide that to the students along with the assignment description, prior to their completion of the assignment.

A great way to get students engaged with an assignment and build buy-in is to encourage their collaboration on its design and/or on the grading criteria (Hudd, 2003). In his article “Conducting Writing Assignments,” Richard Leahy (2002) offers a few ideas for building in said collaboration:

- Ask the students to develop the grading scale themselves from scratch, starting with choosing the categories.
- Set the grading categories yourself, but ask the students to help write the descriptions.
- Draft the complete grading scale yourself, then give it to your students for review and suggestions.

#### **A Few Do’s and Don’ts...**

Determining your goals for the assignment and its essential logistics is a good start to creating an effective assignment. However, there are a few more simple factors to consider in your final design.

*First, here are a few things you **should do**:*

- **Do provide detail in your assignment description.** Research has shown that students frequently prefer some guiding constraints when completing assignments (Bean, 1996), and that more detail (within reason) can lead to more successful student responses. One idea is to provide students with physical *assignment handouts*, in addition to or instead of a simple description in a syllabus. This can meet the needs of concrete learners and give them something tangible to refer to. Likewise, it is often beneficial to *make explicit for students the process or steps necessary* to complete an assignment, given that students – especially younger ones – might need guidance in planning and time management (MIT, 1999).
- **Do use open-ended questions.** The most effective and challenging assignments focus on questions that lead students to thinking and explaining, rather than simple yes or no answers, whether explicitly part of the assignment description or in the brainstorming heuristics (Gardner, 2005).
- **Do direct students to appropriate available resources.** Giving students pointers about other venues for assistance can help them get started on the right track independently. These kinds of suggestions might include information about campus resources such as the University Writing Center or discipline-specific librarians, suggesting specific journals or books, or even sections of their textbook, or providing them with lists of research ideas or links to acceptable websites.
- **Do consider providing models**– both successful and unsuccessful models (Miller, 2007). These models could be provided by past students, or models you have created yourself. You could even ask students to evaluate the models themselves using the determined evaluation criteria, helping them to visualize the final product, think critically about how to complete the assignment, and ideally, recognize success in their own work.
- **Do consider including a way for students to make the assignment their own.** In their study, Hass and Osborn (2007) confirmed the importance of personal engagement for students when completing an assignment. Indeed, students will be more engaged in an assignment if it is personally meaningful, practical, or purposeful beyond the classroom. You might think of ways to encourage students to tap into their own experiences or curiosities, to solve or explore a real problem, or connect to the larger community. Offering variety in assignment selection can also help students feel more individualized, creative, and in control.
- **If your assignment is substantial or long, do consider sequencing it.** Far too often, assignments are given as one-shot final products that receive grades at the end of the semester, eternally abandoned by the student. By sequencing a large assignment, or essentially breaking it down into a systematic approach consisting of interconnected smaller elements (such as a project proposal, an annotated bibliography, or a rough draft, or a series of mini-assignments related to the longer assignment), you can encourage thoughtfulness, complexity, and thoroughness in your students, as well as emphasize process over final product.

*Next are a few elements to avoid in your assignments:*

- **Do not ask too many questions** in your assignment. In an effort to challenge students, instructors often err in the other direction, asking more questions than students can reasonably address in a single assignment without losing focus. Offering an overly specific “checklist” prompt often leads to externally organized papers, in which inexperienced students “slavishly follow the checklist instead of integrating their ideas into more organically-discovered structure” (Flaxman, 2005).
- **Do not expect or suggest that there is an “ideal” response to the assignment.** A common error for instructors is to dictate content of an assignment too rigidly, or to imply that there is a single correct response or a specific conclusion to reach, either explicitly or implicitly (Flaxman, 2005). Undoubtedly, students do not appreciate feeling as if they must read an instructor’s mind to complete an assignment successfully, or that their own ideas have nowhere to go, and can lose motivation as a result. Similarly, avoid assignments that simply ask for regurgitation (Miller, 2007). Again, the best assignments invite students to engage in critical thinking, not just reproduce lectures or readings.
- **Do not provide vague or confusing commands.** Do students know what you mean when they are asked to “examine” or “discuss” a topic? Return to what you determined about your students’ experiences and levels to help you decide what directions will make the most sense to them and what will require more explanation or guidance, and avoid verbiage that might confound them.
- **Do not impose impossible time restraints or require the use of insufficient resources** for completion of the assignment. For instance, if you are asking all of your students to use the same resource, ensure that there are enough copies available for all students to access – or at least put one copy on reserve in the library. Likewise, make sure that you are providing your students with ample time to locate resources and effectively complete the assignment (Fitzpatrick, 1989).

*The assignments we give to students don’t simply have to be research papers or reports. There are many options for effective yet creative ways to assess your students’ learning! Here are just a few:*

Journals, Posters, Portfolios, Letters, Brochures, Management plans, Editorials, Instruction Manuals, Imitations of a text, Case studies, Debates, News release, Dialogues, Videos, Collages, Plays, Power Point presentations

### **Conclusion**

Ultimately, the success of student responses to an assignment often rests on the instructor’s deliberate design of the assignment. By being purposeful and thoughtful from the beginning, you can ensure that your assignments will not only serve as effective assessment methods, but also engage and delight your students. If you would like further help in constructing or revising an assignment, the Teaching, Learning, and Professional Development Center is glad to offer individual consultations. In addition, look into some of the resources provided below.

### **Online Resources**

### **“Creating Effective Assignments”**

<http://www.unh.edu/teaching-excellence/resources/Assignments.htm>

*This site, from the University of New Hampshire’s Center for Excellence in Teaching and Learning, provides a brief overview of effective assignment design, with a focus on determining and communicating goals and expectations.*

**Gardner, T. (2005, June 12). Ten Tips for Designing Writing Assignments. *Traci’s Lists of Ten*.** <http://www.tengrri.com/tens/034.shtml>

*This is a brief yet useful list of tips for assignment design, prepared by a writing teacher and curriculum developer for the National Council of Teachers of English. The website will also link you to several other lists of “ten tips” related to literacy pedagogy.*

### **“How to Create Effective Assignments for College Students.”**

<http://tilt.colostate.edu/retreat/2011/zimmerman.pdf>

*This PDF is a simplified bulleted list, prepared by Dr. Toni Zimmerman from Colorado State University, offering some helpful ideas for coming up with creative assignments.*

### **“Learner-Centered Assessment”**

[http://cte.uwaterloo.ca/teaching\\_resources/tips/learner\\_centered\\_assessment.html](http://cte.uwaterloo.ca/teaching_resources/tips/learner_centered_assessment.html)

*From the Centre for Teaching Excellence at the University of Waterloo, this is a short list of suggestions for the process of designing an assessment with your students’ interests in mind.*

### **“Matching Learning Goals to Assignment Types.”**

[http://teachingcommons.depaul.edu/How\\_to/design\\_assignments/assignments\\_learning\\_goals.html](http://teachingcommons.depaul.edu/How_to/design_assignments/assignments_learning_goals.html)

*This is a great page from DePaul University’s Teaching Commons, providing a chart that helps instructors match assignments with learning goals.*

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