

TIPS FOR WRITING INSTRUCTIONS

1. Communicate which learning objectives you are assessing with the assignment.
2. Provide assignment descriptions based on your grading rubric
3. Provide mechanics (e.g., paper must be 750-1,000 words) and clear guidelines for submitting (e.g., save the file as a doc (.doc or .docx) and submit via Blackboard)
4. Write instructions in second person (i.e., “you”)
5. Refer students to campus resources: writing center (includes Online Writery), department tutors, etc.
6. Provide example work when possible (be sure to ask example student’s permission and remove their name)
 - Use 5-10 minutes of class time to evaluate the example against the grading rubric