



Understanding Your Assignment Checklist

Use this checklist to record the main requirements for a particular assignment. If you will be submitting an assignment in several stages (e.g., a bibliography and proposal, followed by a research paper), use separate sheets if it makes the process easier. If you are unable to answer any of the questions or details listed below, consult your instructor.

Assignment Details		Research (e.g., books, journals, etc.)
Course: Assignment (specific task): Length: Formatting (12 pt font, spacing, margins):	Due Date: % of Final Grade: 	Required number of resources: Specific types required (journal articles; primary sources; scholarly/peer-reviewed): Citation style required (MLA, APA,...):
Purpose		Type of Assignment
How does this assignment relate to course themes? What is your instructor's purpose in assigning this essay?		Are you being asked to describe something, pose an argument , or connect a theoretical approach to some phenomenon?
Audience		Discipline
Have you been asked to write for a particular audience? How much knowledge can you assume your reader has about the topic?		What discipline are you writing for? Does this discipline have any specific approaches or requirements that you need to keep in mind?