# **Activities and Assessments Worksheet**

## **Overview**

In 1-2 paragraphs, write an introduction for your assignment that provides context or background to the topic area and outlines all of the tasks students are expected to complete. Describe how the assignment specifically aligns to the content and learning goals of a learning module and/or the achievement of course learning outcomes. Provide an estimate for how long it should take students to complete the assignment.

You will be assessed on your achievement of the following course learning outcomes:

* CLO X
* CLO X
* CLO X
* CLO X

Suggested Tips

Questions to consider when writing an introduction for assignments/learning activities:

* What are the instructional goals for the assignment?
* What are students expected to know, learn, or be able to do?
* How are students expected to complete this assignment?

## **How to Proceed**

Specify each task that should be completed for the assignment/activity.

* Task 1
* Task 2
* Task 3
* Task 4

## **Additional Information**

Provide links to additional resources that will help students successfully complete the assignment, such as:

* Suggested tips & tricks
* Recommended layouts (e.g. templates)
* Student work samples

## **Format**

Describe the desired format for assignments that will be uploaded to or completed in LEARN, including the following details:

* Document format (.Doc, .RFT, .PDF)
* Font size and style
* Margins
* Reference style (APA, MLA)
* Length (e.g. 500 words)
* Spacing (single or double-spaced)

**Submission**

* Identify the process for naming and submitting learning activity or assignment.
* Indicate how a file should be uploaded and shared in LEARN (e.g. email, Dropbox)
* Specify if/how students will be penalized for late submissions.

**Due date**

* Establish due date for learning activity or assignment.

**Evaluation**

* Describe how students will be evaluated (e.g. clarity, spelling, grammar, punctuation, references, etc.)
* Include grading rubric, if applicable.

**Grading**

* Identify total mark and grading percentage (weight) of assignment.

**Sample Assignment – Reference List**

In Module 2, you were asked to select a topic for your research proposal based on your understanding of three types of research questions: descriptive, relational, and causal. In this module, you will begin to work on a comprehensive reference list (due at the end of **Module 8**). Your reference list should be written as an annotated bibliography and follow the APA guidelines in this module. An extra paragraph must be included at the end of the document that describes how your references align with your research questions.

You will be assessed on your achievement of the following course learning outcomes: 1.1, 1.2, 1.3, & 4.2

**Estimated completion time**: 2-3 hours

**How to Proceed**

* Select five articles.
  + Note: All articles should be properly cited in APA style.
* Summarize each article and in a separate paragraph explain why this resource is relevant to your topic.

**Additional Information**

* Many times your secondary resources may not exactly address your research topic but may be similar enough it to be informative. For example, say you are are studying Twitter usage with NFL fans, however, the only research you can find is on Twitter usage with NHL fans. Although they are different sports, you can include this study in your reference list. You could also include information on the NFL and Facebook, etc.
* All of your references must be peer-reviewed, meaning that the methodology and findings reported in the study have been proven.
* Review the following resources for information on APA referencing and conducting an annotated bibliography:
  + Annotated Bibliography Resource: <https://owl.english.purdue.edu/owl/resource/614/01/>
  + APA Referencing Resource: <https://owl.english.purdue.edu/owl/resource/560/2/>

**Format**

Your document should be completed is MS Word (or a compatible word processing application) and written in Times New Roman (12-point font). Note that you will be deducted for improper use of grammar, spelling, and punctuation - see the corresponding rubric for details.

**Submission**

Submit the document in rich text format (.rtf) to your instructor via the Dropbox by the end of module 8. Include in your file name the course code, assignment name, and your name (e.g. BUS2000\_Reference List\_JDoe.rtf).

**Evaluation**

Your instructor will use the attached marking rubric to evaluate your assignment. You are encouraged to review this marking rubric closely before beginning the assignment.

**Grading**

This assignment is worth 20 marks and contributes to 20% of your final grade.