

ASSIGNMENT CHECKLIST

WRITTEN COMMUNICATION

The Office of Institutional Effectiveness & Evaluation (OIEE) designed the Written Communication Assignment Checklist to aid instructors in selecting and/or designing an assignment for Core Curriculum Assessment. The assignment design should ensure that the artifacts (student-produced work) submitted for assessment demonstrate the core objective of Written Communication. The related rubric criteria are identified in the parentheses.

THE ASSIGNMENT DIRECTS STUDENTS TO:

- ☐ Address an audience outside of self (Context of and Purpose for Writing)
- ☐ Identify a topic (Context of and Purpose for Writing)
- ☐ Demonstrate a purpose, such as to persuade, inform, debate, or describe (Context of and Purpose for Writing)
- ☐ Explains ideas about the topic (Content Development)
- ☐ Follows conventions of the genre, such as organization, language choice, and formatting (Presentation)

IF STUDENTS WRITE BY HAND:

- ☐ Write legibly (Presentation)

IF STUDENTS USE OUTSIDE SOURCES (OPTIONAL):

- ☐ Use sources related to and appropriate for the topic (Content Development)

ADDITIONAL SUPPORT

Instructors are encouraged to review the Written Communication Rubric and the technical details of submitting artifacts on the OIEE website (assessment.tamu.edu/core). Contact assessment@tamu.edu for assistance in assignment design, review, and submission.