English Division Formal Writing Assignment Guidelines

Expected:

- That formal writing assignments be available in written format (electronic and/or print) and that they provide specific information about the requirements of the assignment (topic, page length, due date, number and kind of resources required if applicable, etc.). If housed online, the assignments should be downloadable for students and for purposes of sending on requested assignment samples to evaluators during semesters when classes are being observed.

- That students be able to complete research assignments using materials available on campus or online.

- That first-semester adjunct instructors meet with the division’s library liaison to discuss research assignments.

Recommended:

- That instructors reinforce expectations regarding formal writing assignments by providing students with materials such as rubrics, course essay standards, and/or model essays.

- That research assignments not be assigned as in-class essays, and that they are scaffolded (assigned in stages) to reflect the research process and to encourage steady progress toward completion. Preliminary assignments to the final paper may include such components as topic description, annotated bibliography, MLA review, rough drafts, and peer review.

- That all larger writing assignments (such as extensive final projects) be scaffolded to assure steady progress toward completion.

- That instructors avail themselves of the division’s library liaison to determine resource needs.

- That instructors recommend or require students to attend one or more of the research-related workshops offered by the library each semester.

- That instruction be provided regarding the evaluation of sources and the legal/ethical use of information in relation to research assignments.