



Instructor Guide for

Assignment Task Checklist

(SPARK >> Getting Started >> Time Management)

NOTE: This resource is particularly valuable when used in combination with the “Personal Academic Schedule” resource, in order to schedule tasks into specific time slots. Both resources are most effective when periodically revisited.

Skills Addressed

- recognizing the component tasks of complex academic writing
- planning more realistically
- breaking a task into subtasks
- spreading the workload out across time

Suggested Uses

- Independent student use:** Ask/suggest that students read resource on their own and decide for themselves when/ if/ how they will use resource
- Instructor-led Discussion:** Devote lecture/ tutorial time to describing the resource, its purposes and uses, and/or incorporate description and use of resource into broader discussion focusing on building the skills the resource targets
- Small Group Discussion:** Use to stimulate informal class/ tutorial discussion, and/or small group discussion

Feedback / Evaluation Options

- Personal reflection and/or self-assessment**
- Informally, in small group discussion:** Assign to students to complete for sharing and discussion in small groups
- Peer Evaluation:** Assign to students to complete independently, for more formal peer evaluation
- Instructor Evaluation:** Assign to students to complete independently, or as one stage of a larger assignment, and hand in for formal instructor evaluation
- Tracking Completion without Evaluating:** Assign to students to complete resource independently (on an ongoing basis, or at specific, appropriate times during the course), then hand in to instructor to track completion without assigning a specific grade to any individual completed resource

Potential Customization

Include only the tasks that best suit your particular assignment. Add any additional steps you feel are important. Break your assignment down into key component subtasks with their own deadlines.