Assignment Template for SMEs
[Assignment Title]
Key Information:
- [Submission Type] (Independently or in groups – are the groups randomized, assigned by instructor or student selected)
- [Weight]
- [Possible Points] (must match rubric)
- [Due Date]
- [Availability] (If restricted)
- [CLOs and Elements of Performance evaluated in this assignment - see first example below]:

Course Learning Outcome(s):
CLO #2 –

Assignment Description:
[Insert the instructions for the assignment here]
Expectations:
[Outline expectations regarding formatting (may not all apply)]:
- Length – pages (specify if title page and reference page is included) or word count
- Reference guide (APA) – if student are to adhere to a specific Reference Guide in its entirety then font type, font size and spacing is not required.
- Font type and size
- Spacing – single or double
- Number of references or resources required

Submission:
- Outline file type [Microsoft Office (doc or docx), Portable Document Format (PDF), Powerpoint (ppt or pptx), etc]
- [Nomenclature for submission] (i.e., JohnSmith_Project.doc)
- [Submission settings]
    - o Unlimited attempts for submission – allows for multiple submissions however the last submission is graded.
        - ▪ If opting for unlimited attempts, there are a few sub options:
            - • eLearn stores all attempts
            - **or**
            - • eLearn only stores the latest version uploaded.
    - o Enabling Turnitin for the assignment submission folder.

Rubric:
[Insert Assignment rubric here]

Expectations of the Rubric (all may not apply):
- Outline criteria for how to evaluate the quality students' work for the assignment submission. Provide a specific and clear guide.
- Type of rubric: Analytic or Holistic
- Scoring of Rubric: points, point ranges, text only and percentages.