**ASSIGNMENT REQUIREMENTS**

**Provides Project Parameters: General Assignment Considerations**
- Assignment relates to some aspect of course subject matter or learning objectives.
- Assignment leads to increased understanding of a subject & the process for locating information.
- Provide models of exemplary research projects & grading rubric so instructor expectations are understood.

**Research Can Take Time: Encouraging Time Management**
- Scaffolding: Assignments build upon each other, culminating in the final project. i.e. individual outline merged into group outline becomes final presentation outline and then group presentation.
- Mini deadlines are set to encourage students to be working right along.
- A timeline is provided to inform students how far along they should be by certain dates.
- Deadlines allow students sufficient time for exploration, research, drafts and final production.

**Sources**
- Be specific in number and types of sources required or allowed.
- Share where these sources can be found (library catalog, internet, databases, etc.)

**Citation**
- Citation guides are provided and ethical scholarship is addressed.
- Note a specific citation style to use and suggest guides to this style (i.e. OWL at Purdue, print handbook).

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**RESEARCH GUIDANCE (INFORMATION LITERACY)**

**Sources**
- Try to conduct the research yourself. Confirm that published research exists to support the research assignment and my campus library has access to this information (or have collaborated with librarian for assistance).
- Recommended sources are 1.) Available at my college library (online or in-person) and 2.) Appropriate to student level (reading ability, knowledge of subject matter, and research skills should be considered).
- Reasonable parameters are set regarding print verses online sources.
- Involve a librarian in the design phase or to create an assignment guide (LibGuide).

**Research**
- Students permitted to change their topics based on the reality of their research experience.
- Technical “how to” instructions are provided for researching, using, creating and evaluating digital sources.
- The research terminology I use is clear and does not create ambiguity (e.g. handouts state that students cannot use the Internet yet students must locate articles in the library’s online subscription databases).
- Check links to suggested resources – library pages and navigation can change.

**Preventing Plagiarism**
- Address paraphrasing/summarizing, note-taking, citation. How to avoid, not just penalties if caught.
- Refer students to reputable citations management systems and managing source information. Determine what you really want them to learn about citations: punctuation placement or importance of source attribution.

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**SUPPORT**

**How to Ask for Help**
- Include direct links and contact information to Instructor, Tech Support, Tutoring, Smarthinking, Librarian.
- Give direct access to help by linking to library and writing tutorials.
- Invite librarian to class (shows students that even you are asking the librarian for assistance).