

## Assignment Planning Guide

Break tasks into *manageable chunks* and consider the *time required* for each section.

Work backward from the due date when planning dates to complete each task.

Plan to begin your assignment *AT LEAST* 3-4 weeks before the due date.

Steps	HD Hints	Date to complete
<b>1. Understand the question</b> <ul style="list-style-type: none"> <li>Read the task description and the assessment criteria.</li> <li>Word count? Genre/writing structure?</li> <li>What does the task involve? What do I need to research? Clarify with lecturer if needed</li> </ul>	<i>Read the HD criteria in the rubric to guide your writing.</i>	<b>By end of week one of semester:</b>
<b>2. Research</b> <ul style="list-style-type: none"> <li>Gather and synthesise background information, peer reviewed articles, data etc</li> </ul>	<i>Use the library libguides to guide your research. Make sure your sources are academic.</i>	<b>Five weeks prior to Due Date:</b>
<b>3. Plan</b> <ul style="list-style-type: none"> <li>Begin your analysis</li> <li>Write down points to cover in each paragraph along with relevant information gather during your research and from subject materials</li> <li>Put references with each paragraph so it is easy for you to locate information during the writing stage</li> </ul>	<i>Use dot points, key ideas for each paragraph to develop an outline.</i>  <i>Plan your references and where you will put citations before you start writing.</i>	<b>Four weeks prior to Due Date:</b>
<b>4. Write first draft</b> <ul style="list-style-type: none"> <li>Use the plan you have created to write your first draft</li> </ul>	<i>Write paper in your own words, but use evidence to support your position.</i>  <i>Follow the required document format and use relevant headings where asked to do so.</i>	<b>Three weeks prior to Due Date:</b>
<b>5. Review</b> <ul style="list-style-type: none"> <li>Have your assessment critiqued by a peer – give your writing to someone else to read</li> <li>Submit to Studiosity for online feedback on referencing, paragraph structure, grammar</li> </ul>	<i>Studiosity is available for feedback and after hours help through your subject site.</i>	<b>Two weeks prior to Due Date:</b>
<b>6. Redraft</b> <ul style="list-style-type: none"> <li>Respond to feedback, edit and proofread</li> <li>Use feedback you have received to make improvements to your assessment and edit and proofread your draft</li> <li>Read it aloud to yourself – you will be amazed at the mistakes you pick up using this strategy</li> <li>Make sure you have adhered to the word limit and that you have referenced correctly. Leave your writing for a day or two at this point</li> </ul>	<i>Technical marks are easy to lose.</i>  <i>Read the final copy aloud to ensure it makes sense.</i>  <i>Check word count.</i>  <i>Aim to complete your draft a few days before the due date so you can edit and proofread with 'fresh' eyes.</i>	<b>One week prior to Due Date:</b>

Steps	Notes	Date to complete
<p><b>7. Submit</b></p> <ul style="list-style-type: none"> <li>• Go over your final draft one last time and make any necessary alterations</li> <li>• Check submission requirements, safe assign? Hard copy?</li> <li>• Submit your assignment!</li> </ul>	<p><i>Must be submitted to Safe Assign with a signed assignment cover sheet.</i></p> <p><i>Must submit a hard copy to the drop box.</i></p> <p><i>Assignments with unsigned cover sheets will not be marked.</i></p>	<p><b>Due Date:</b></p>
<p><b>Handy hints:</b></p> <ul style="list-style-type: none"> <li>▫ Make a plan: 1/3 - planning and research, 1/3 – writing, 1/3 – editing</li> <li>▫ Follow formatting instructions in the subject outline - font, double space, single page</li> <li>▫ Peer Advice Desk – drop in</li> <li>▫ Visit the Library Help Desk for referencing advice</li> <li>▫ Use Studiosity for grammar and formatting advice</li> <li>▫ Visit our website: <a href="https://www.jcu.edu.au/students/learning-centre/assignments">https://www.jcu.edu.au/students/learning-centre/assignments</a></li> </ul>		