



As a University student, you are responsible to plan your semester. After enrolment, professors will make the subject outlines available, which contain all the information you need to organise your study plan wisely. Use those information to divide your workload into manageable chunks, and consider the time required for each section. Plan ahead and give yourself the right amount of time to finish your assignments before the due date, and to seek support where needed.

Step	Checklist	Importance
1. Understand the question	<ul style="list-style-type: none"> Read the task description on the subject outline. Follow assessment criteria. Read the weight, writing structure and word count. Understand what the task involves. 	<ul style="list-style-type: none"> This must be done from the moment the subject outline becomes available. The assessment criteria highlight what is required for higher grades. The weight, writing structure and word count are indicative of the difficulty level of the assignment and, therefore, the amount of time students should spend on it. Some assignments can be started in advance, others evolve during the semester after field trips and/or practicals.
2. Research	<ul style="list-style-type: none"> Gather all background information from recommended readings and peer-reviewed articles. 	<ul style="list-style-type: none"> Data should be gathered from week one and used for planning. Basic knowledge of subjects is often assumed. It is your responsibility to be on top of the subject material and make sure you have everything you need to understand and complete your assignments. Academic sources are available through the library (for example, Web of Science).
3. Plan	<ul style="list-style-type: none"> Based on the knowledge you gathered, plan your outline. Link your academic references to each paragraph within your outline. 	<ul style="list-style-type: none"> A first outline should be done at least four weeks before the due date. Create a list of key ideas for each paragraph. This will help create an organised outline. Planning your references early on will help you find more relevant references to add later on in each paragraph, as you progress in your writing.
4. Write first draft	<ul style="list-style-type: none"> Use the outline previously created to write your first draft. 	<ul style="list-style-type: none"> Your first draft is not going to be perfect and definitive. Use this first draft to make sure you are following the document format as specified in your subject outline. Use supporting material on the Learning



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		Centre's Assignment Guides .
5. Review	<ul style="list-style-type: none"> Have your assignment critiqued. 	<ul style="list-style-type: none"> Use evidence to support your position but with your own words. Use the Learning Centre's Reference Guides to avoid plagiarism and apply the correct referencing style and format. Reviewing your own words can be challenging. Give your writing to a peer for grammar mistakes. Submit to Studiosity for online feedback and referencing, as well as paragraph structure and grammar. Please, consider a possible waiting list of days. Submit your assignments for feedback at least few weeks before due date. Book an appointment with a Learning Advisor for paragraph structure and feedback. Have a face to face consultation with a Peer Advisor for structure and grammar or to find additional support the University provides online.
6. Redraft	<ul style="list-style-type: none"> Edit your manuscript according to the feedback you received. Always check the word limit and referencing adhere to what the subject outline requires. 	<ul style="list-style-type: none"> Make sure all information are in the text and well referenced, and that paragraphs are well structured. Marks are easy to lose, give equal importance to every section in your assignment. Check word count. Check on Safe Assign for plagiarism, and double check the literature is well referenced with a librarian.
7. Submit	<ul style="list-style-type: none"> Go over your final draft one last time and make any necessary alterations. Double check the submission requirements in your subject outline. For example: Safe Assign, PDF or Word document, file naming convention. 	<ul style="list-style-type: none"> There is no award for submitting too early. Take your time to double check all the requirements are met. Go through the assessment criteria one last time to make sure you did your best for a higher grade. When submitting on LearnJCU and Safe Assign, make sure to follow the instructions correctly.



Useful links:

- [Web of Science](#) as a useful database for peer-reviewed articles, books, and journals
- [Assignment Guides](#)
- [Reference Guides](#)
- [Our services](#)