

Understanding the Assignment



SYLLABUS, RUBRIC, AND BLACKBOARD

Your best tool for understanding any assignment is your syllabus. Make sure you read it carefully and thoroughly. Each assignment is briefly or thoroughly explained in the syllabus, and its due date(s) are also listed in the course calendar.

There is usually an accompanying rubric with details on what the instructor is expecting to be included, as well as how the assignment will be graded. Reading this before you start your assignment will guide you on how to begin.

Blackboard is also key to this. The rubric and description of the assignment is often included in the digital submission space for the assignment. Read it carefully before you submit your assignment on Blackboard.

COMMUNICATION

Believe it or not, your instructors love to hear from you! If you are having trouble understanding an assignment or anything on your syllabus (after you read it more than once), the number one contact should be your instructor. Only they know exactly what they meant when they developed that assignment or syllabus, so ask them first. After that, contacting a tutor through the **Grace ACE** or **The Writing Center** would be an excellent idea, also.

CHECK IT AGAINST YOUR LIST AND SEE CONSISTENCY

Use that rubric!

Read the rubric more than once BEFORE you begin your assignment so you know what your professor is looking for. Check Blackboard, the syllabus, and any assignment sheets you were provided.

If you consistently check your work against your syllabus, assignment sheets, and rubrics, you will consistently get higher grades than if you wing it.