Template for Designing an Effective Writing Assignment

Assignment Description: Give an overview of the assignment (no more than 50 words).	
Purpose: Explain the purpose of the assignment.	
Goals: Explain the goals of the assignment and how the assignment connects to course outcomes.	
Audience: Explain the audience of the assignment, and their familiarity with the subject matter.	
Genre: Explain the genre and genre conventions, including content; organization; style; and research, citation, and formatting requirements.	
Steps: Explain the steps for completing the assignment (brainstorming, drafts, etc.), including deadlines, and where to submit.	
Assessment: Explain how the assignment will be assessed.	