



## Suggestions for the *Assignment & Activity Prompts* Syllabus Section

### No MCCCDC Requirements

#### Suggested Categories

- Assignment & Activity Prompts
- Grading Criteria/Rubrics
- Submission Guidelines

#### Online/Hybrid Learning Suggestions

- Explanations connecting course assignments and activities with modular/unit and course objectives/outcomes.
- Student Introductions and/or Student Information Form

#### Suggested Assignments or Activities

- Syllabus Quiz
- Learning Style Inventory

#### Examples

*Submission Guidelines/Essay Format* (example developed by Shelley Rodrigo)

Be specific about what you want! Also notice that I'm avoiding the version issue (is this a *.doc* or a *.docx*, etc.) by requiring *.rtf* or *.pdf*. Since email can get lost, it is good to have an articulated receipt method for assignment submissions.

All final drafts of writing projects must follow the format appropriate to the document being submitted. The assignment prompts will give some format guidelines and also refer to the textbooks as support while formatting your projects. Please use a standard, 12-point font (such as Times New Roman). Please use page breaks, instead of just hitting the return key, to help format your documents. Final versions of final essays will be emailed to the instructor. Students must use their official school provided email account. Final project submissions must include all required material in one saved document. The document must be saved in either Rich Text Format (*.rtf*) or PDF. (The instructor will reply with either a "got it" or instructions for resubmission within 24 hours of a final version deadline. If you do not hear anything via email from the instructor 24 hours after a final version deadline, the instructor did not receive your submission. Be sure to check your email after final version deadlines; the instructor is not responsible for emails being lost in cyberspace.)

#### *Learning Style Inventories*

Consider having students take these so that they can learn to adapt themselves to various learning environments and situations.

- VARK Questionnaire: <http://www.vark-learn.com/english/page.asp?p=questionnaire>
- Index of Learning Styles Questionnaire:  
<http://www.engr.ncsu.edu/learningstyles/ilsweb.html>