



Assignment planner

Below the 9 steps along with the time you should spend on each step:

<p>1. Understand your assignment</p> <ul style="list-style-type: none"> • First, you need to make sure you understand your assignment • Brainstorm and review your current knowledge by answering a series of WH questions • Write down some ideas using the PICO(T) tool or a mind map • Not all assignments are the same, so make sure you understand what you are being asked to do 	<p>3% from start to deadline</p> <p><u>Ex:</u> 0.5 day for a 2-week assignment</p>
<p>2. Start your research and take notes</p> <ul style="list-style-type: none"> • Build a search strategy • Identify the databases you will use based on the types of sources you need • Keep track of the resources you found by exporting them to Zotero. • Pass by the library or book a librarian for more help 	<p>14%</p> <p><u>Ex:</u> 2 days for a 2-week assignment</p>
<p>3. Draft a preliminary structure</p> <ul style="list-style-type: none"> • Each assignment has its own structure. To make sure you apply the proper one, refer to the assessment outline provided by the faculty! • Go back to your preliminary ideas (PICO(T) tool or mind map you created in step 1) • Create a linear plan 	<p>10%</p> <p><u>Ex:</u> 2 days for a 2-week assignment</p>
<p>4. Write your fist draft</p> <ul style="list-style-type: none"> • Start writing: paraphrase and don't forget to reference every information you use to avoid unintentional plagiarism • Refer to the Academic Phrasebank • Use academic style with clear and well-structured paragraphs • Get feedback on your draft by contacting the faculty member or the learning support manager 	<p>24%</p> <p><u>Ex:</u> 3 days for a 2-week assignment</p>
<p>5. Continue your research</p> <ul style="list-style-type: none"> • Don't hesitate to go back to step 2 and do additional research. You need to have sufficient information on your subject from academic and reliable sources. • Make sure your sources are peer reviewed. 	<p>17%</p> <p><u>Ex:</u> 2 days for a 2-week assignment</p>
<p>6. Edit your draft and revise the structure if necessary</p> <ul style="list-style-type: none"> • Revise your first draft and adapt the structure if necessary • Refer to the Project Outline on the Moodle course page 	<p>17%</p> <p><u>Ex:</u> 2 days for a 2-week assignment</p>
<p>7. Edit logical flow</p> <ul style="list-style-type: none"> • Verify the structure, the meaning, and the completeness. • Make sure your paragraphs are well structured • Crosscheck the academic style you should use in all your paper. 	<p>7%</p> <p><u>Ex:</u> 1 day for a 2-week assignment</p>
<p>8. Proofread and format your paper</p> <ul style="list-style-type: none"> • Elaborate your reference list at the end of your paper and verify all your in-text citations. • You can use a spell and grammar checker if you feel the need to. • Check the punctuation. • Make sure you applied the relevant formatting and meet the GIHE submission requirements (see the Project Outline on the Moodle course page). 	<p>3%</p> <p><u>Ex:</u> 2 days for a 2-week assignment</p>
<p>9. Submit your final paper</p> <ul style="list-style-type: none"> • Anticipate any last-minute problems you may experience and don't wait for the last minute to submit your final paper! Plan ahead. 	<p>3%</p> <p><u>Ex:</u> 0.5 day for a 2-week assignment</p>

Adapted from: *Assignment Planner* by RMIT Australia, viewed 4 April 2022