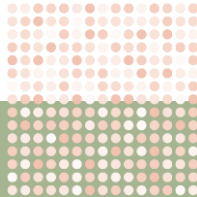


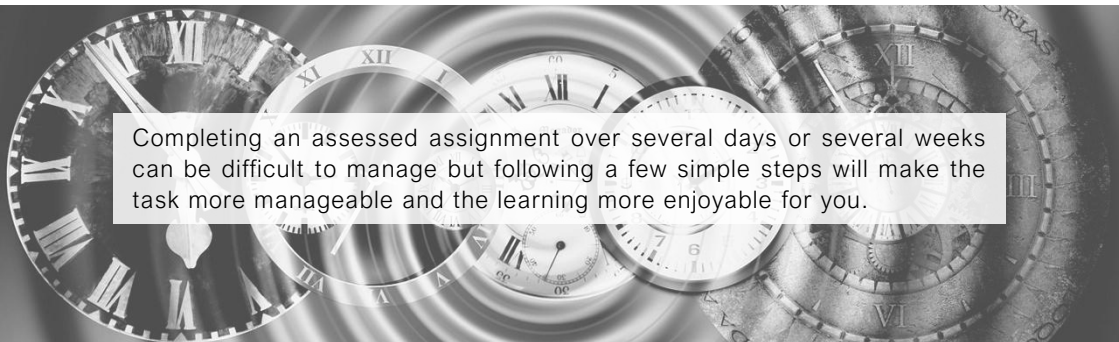


GLION SELF-HELP SERIES

Learning Support



Planning your assignment



Completing an assessed assignment over several days or several weeks can be difficult to manage but following a few simple steps will make the task more manageable and the learning more enjoyable for you.

● ● ● ● ANALYSE THE LEARNING OUTCOMES ● ● ● ●

Read the learning outcomes for the assignment carefully because your work will be assessed against the learning outcomes.

Look in particular at the first verb of each learning outcome and consider exactly what you have to do – what does “analyze” mean?

What does “explore” mean?

What does “evaluate” mean?

What do I have to do exactly to demonstrate each verb?

And so on.

Ask your faculty for clarification in case of doubt.

● ● ● ● READ THE TASK METHODOLOGY ● ● ● ●

Make sure you know the structure of what you have to produce

Is the work divided into different sections?

Is there a word count for each section?

What is the overall word count?



GROUP WORK

Assign specific tasks to group members with deadlines for completion.

Decide how you will share your work.

Set regular meetings and agree on action points.

If your team is not functioning well, inform your faculty member.

RESOURCES AND RESEARCH

What resources do you need to create your work, to support your ideas?

Which library databases will be the most useful to you?

Who are the experts in this field (whose work you should use)?

What are the key theories, concepts you need to use?

Ask your faculty member for guidance.

Ask the librarians for help finding resources.

OUTLINE YOUR WORK

Make a plan (bullet point list, mind map etc.) of the main points you want to make.

List the resource or evidence that will support each point.

CREATE YOUR REFERENCE LIST ...

... as you work through your project, do not wait until the end.

Include the in-text citations in your outline plan.



WRITTEN PROJECT OR ORAL PRESENTATION

Once you have gathered your material, think about how you will communicate effectively.

How will you convey your points with impact?

How will you make your work memorable?

FIRST DRAFT

Write a first draft of your main points.

Discuss your ideas with your faculty, with your colleagues (but do not share your work electronically with other students asking you for help).

If possible, submit your first draft through Turnitin to check for issues of similarity.

WRITE THE CONCLUSION

Restate out your main argument.

Leave the reader or listener with a final point or question to think about.

Create a short introduction.

PROOFREAD AND SUBMIT

Avoid submitting just before the deadline.

This will reduce stress on you in case of last-minute problems.



ASSIGNMENT PLANNER



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

1. Understand your assignment

- 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

3% from
start to
deadline
Ex: 0.5 days
for a 2-week
assignment

2. Start your research and take notes

- [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

14% from
start to
deadline
Ex: 2 days
for a 2-week
assignment

3. Draft a preliminary structure

- 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

10% from
start to
deadline
Ex: 2 days
for a 2-week
assignment



4. Write your first draft

- Start writing: [paraphrase](#) and don't forget to reference every piece of 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

24% from
start to
deadline
Ex: 3 days
for a 2-week
assignment

5. Continue your research

- 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](#).

17% from
start to
deadline
Ex: 2 days
for a 2-week
assignment

6. Edit your draft and revise the structure if necessary

- Revise your first draft and adapt the structure if necessary
- Refer to the Project Outline on the Moodle course page

17% from
start to
deadline
Ex: 2 days
for a 2-week
assignment

7. Edit logical flow

- 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.

7% from
start to
deadline
Ex: 1 day for
a 2-week
assignment



8. Proofread and format your paper

- 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).

3% from
start to
deadline
Ex: 2 days
for a 2-week
assignment

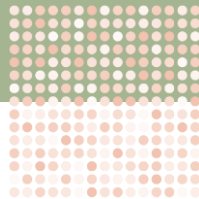
9. Submit your final paper

- Anticipate any last-minute problems you may experience and don't wait for the last minute to submit your final paper! Plan ahead.

3% from
start to
deadline
Ex: 0.5 days
for a 2-week
assignment

Download your assignment planner here:





Contact us

THE LEARNING SUPPORT TEAM

learningsupport@glion.edu

THE LIBRARY & INFORMATION SERVICES TEAM

library@glion.edu