



ALAMO
COLLEGES

PALO ALTO COLLEGE

PAC Assessment Initiative

Communication – Key Assignment Planning Template

Course: _____

Faculty incorporating the assignment: _____

Title of the Assignment: _____

Brief Description of the Assignment: Describe what you want your students to produce and/or submit. Include the type of task to be completed and the primary mode of communication for the assignment: written, oral, or visual. What directions were provided to the student on the content and purpose of the assignment? What directions were provided to the student on the organization of the content for the assignment?

What course learning outcomes does the assignment address?

Please explain how the assignment addresses the following criteria from the communication core curriculum objective rubric:

The student uses relevant content that conveys understanding: _____

The student uses disciplinary conventions for organizing content and presenting content: _____

The student uses communication tools appropriately and skillfully for academic and professional contexts: _____

Can faculty use the key assignment for the following: Classroom Hybrid

On-Line IVC Telecourses

Completed by _____ **Date Completed** _____