Guide to Developing Key Assignment

1. Complete the appropriate Core Objective Key Assignment Template.
2. Conduct an inventory of all your assignments for the course.
3. Identify which assignment addresses all of the criteria associated with the selected core objective rubric. Refer to the core objective rubric to determine alignment.
4. If the assignment addresses all of the criteria associated with the selected core objective rubric, please complete the key assignment planning template and submit to your department chair.
5. If the assignment does not address all of the criteria associated with the selected core objective rubric, please collaborate with your peers to design an assignment that addresses all of the criteria associated with the core objective rubric.