

Understanding Your Assignment

Assignment:

Due Date:

First Things First

Read your *whole* assignment. When you receive your assignment, read it through a few times to ensure you know exactly what is expected. As you read, write down the information that will help guide you through the requirements of the assignment. Closely reading the assignment is the first step in setting yourself up for success.

Assignment Guidelines, Requirements, Instructions

Be sure to follow all guidelines provided in the assignment. Note due dates for any drafts and final submission, and requirements for length, formatting, and citation style.

Due Date(s):

Length:

Spacing/Margins:

Citation Style:

Other Assignment Requirements:

Assignment Calculator

The UConn Library Assignment Calculator breaks down research and writing projects into manageable steps based on your due dates.

Use the Assignment Calculator to start putting together a project plan:

<http://lib.uconn.edu/about/get-help/writing/assignment-calculator/>

Clarifying Assignment Tasks

Key terms in the form of active verbs will help identify what you are being asked to do. Circle the active verbs in the assignment, or jot them down here.

Now, what do these words actually mean? Time to put things back together.

Restate the assignment prompt in your own words, in a way that makes sense to you. Consider what you are asked to demonstrate in the assignment.

[Common assignment words and their definitions](#)

Identifying Evidence Required

Consider what evidence is necessary to fulfill both the assignment requirements and support your ideas. Your instructor likely expects you to engage with specific types of materials and ideas; examine the assignment to determine, for example, if you are to use course materials and/or outside research; scholarly articles, statistics, empirical research, primary resources, etc.

Library guides can help you understand and begin exploring information sources.

[Explore Information](#)

[Find Information](#)

Further Help

- Reach out to your instructor for clarification if you still have any lingering questions after writing out your assignment.
- [Librarians](#) are available to help you find resources to complete your assignment
- Each campus has a dedicated [Writing Center](#) with tutors who will work with you at any stage of the writing process.
- [Online guides](#) to help with research – from developing a research question, to understanding how information is created and used, to finding and evaluating resources critically and responsibly.