Getting Your Assignments Right

Here is a list of common problems that have caused other students to flag assignments. Check the ones that have caused you trouble.

____ Not writing down an assignment.
____ Starting late and turning the assignment in late.
____ Occasionally neglecting altogether to turn in an assignment.
____ Deciding not to do the routine work (workbooks, practice problems) in classes because it isn’t checked and doesn’t count for credit.
____ Skipping optional and extra-credit assignments and just doing the minimum to get by in class.
____ Not asking for additional instructions when the assignment is unclear.
____ Forgetting some of the details of an assignment because you didn’t write all of them down when the assignment was given.
____ Not listening well when an assignment is being given because you didn’t want to do the assignment or were afraid you couldn’t do it.
____ Blaming the instructor for being unclear when you are confused about the assignment.
____ Doing an assignment without understanding all the words the instructor used when giving it.
____ Leaving out important details in doing an assignment, such as forgetting the bibliography.
____ Doing one part of an assignment incorrectly, such as using the wrong form for the outline.
____ Waiting until the night before it is due to do a complicated assignment or write a long paper.
____ Thinking you can do your college assignments as quickly as you did your high school assignments.
Solutions for Getting Your Assignments Right

If you are messing up on assignments, do you:

_____ Listen carefully when assignments are given.
_____ Write down the instructions and details of the assignment as it is being given.
_____ Ask questions until you clearly understand the details of an assignment.
_____ Keep assignment sheets where you can see them each time you study.
_____ Check assignment sheet regularly to make sure you are on schedule.
_____ Write down the due dates for assignments.
_____ Do all the assignments listed in the course syllabus.
_____ Check each assignment carefully before you turn it in to make sure every detail is carried out as requested.
_____ Start early so that you have plenty of time to complete an assignment and to check it before you turn it in.
_____ Understand all of the words your instructor uses in giving an assignment.
_____ Break complicated assignments into steps you can manage.
_____ Do all assignments, even those that are not going to be graded.
_____ If you are absent, ask the instructor how you can make up the assignment.

Keep Assignment Sheets

1. Each class should have separate assignment sheets.
2. Put assignment sheets in your notebook where you can easily find them.
3. Keep a large calendar on your bulletin board and mark due date assignments on it also.
4. Put starting dates for assignments on your assignment sheets and on your assignment calendar.
5. Record assignment details on your assignment sheets.
6. Cross starting dates off as you start an assignment.
7. Cross due dates off as you turn them in.

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