



COMPARISON TABLE OF ASSIGNMENT TEMPLATES FOR HIGHER EDUCATION AND FOR PROFESSIONAL DEVELOPMENT

These two templates—one for higher education credit courses, one for professional development—are designed to give SMEs or faculty a clear starting point for crafting effective, adult-learner-focused assignments. By tailoring language, resources, and evaluation methods, you can create assignments that not only fulfill academic or professional standards but also genuinely enhance learning and engagement.

| Step | A) Higher Education (Credit-Bearing) | B) Professional Development (PD) |
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| 1. Purpose | <ul style="list-style-type: none"> - Assignment Overview: Clearly state the nature of the assignment (e.g., research paper, project). - Learning Objectives: Tie to specific course outcomes, potentially referencing Bloom’s Taxonomy. - Relevance: Show how the assignment fits into course goals or career preparation. - Connection to Other Assignments: If relevant, explain how this builds on or leads to future assignments. | <ul style="list-style-type: none"> - Assignment Overview: Describe the practical task or project (e.g., creating a training outline, case study). - Professional Objectives: Link to PD goals or competencies (e.g., leadership, technical, communication). - Workplace/Industry Relevance: Emphasize real-world application and career impact. - Link to Training Modules: Explain ties to current/future modules or certifications. |
| 2. Instructions | <ul style="list-style-type: none"> - Task Explanation: Outline what students must do (e.g., research, analysis). - Resources & Tools: Provide links or references to readings, software, or datasets. - Assignment Requirements: Specify format (e.g., | <ul style="list-style-type: none"> - Step-by-Step Task Description: Outline each step clearly for adult learners. - Required Tools & Resources: List software or documents needed (e.g., ATD resources). - Format & Deliverables: Indicate presentation |



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| | <p>word count, citation style).</p> <ul style="list-style-type: none"> - Guidance & Support: Reference examples and best practices (e.g., Articulate design strategies). | <p>type (written report, slides, video) and any length/time constraints.</p> <ul style="list-style-type: none"> - Practical Tips: Give real-life examples, best practices, or suggested workflows. |
| 3. Grading or Completion Criteria | <ul style="list-style-type: none"> - Evaluation Breakdown: Show how each part of the assignment is weighted. - Rubric: Provide detailed descriptors for “Exceeds Expectations,” “Meets Expectations,” etc. - Examples: Offer sample assignments (both strong and weak) to clarify standards. | <ul style="list-style-type: none"> - Assessment Method: Indicate pass/fail, peer review, or formal grading. - Performance Indicators: Describe success criteria (clear communication, adherence to standards). - Feedback Cycle: Explain how participants will receive feedback (peer/instructor reviews). |
| 4. Submitting Your Assignment | <ul style="list-style-type: none"> - File Naming: For example, [LastName_FirstName_AssignmentTitle]. - Submission Process: Provide LMS instructions (e.g., “Click Submit Assignment”). - Late Submissions: State policies for late work or resubmissions. | <ul style="list-style-type: none"> - File Naming: Suggest a clear convention (e.g., [LastName_FirstName_PD_Module#]). - Submission Platform: Indicate whether work is sent via LMS, email, or shared drive. - Verification: Mention any additional steps (e.g., managerial sign-off, certificate). |
| 5. Additional Suggestions | <ul style="list-style-type: none"> - Accessibility: Ensure compliance with institutional or legal guidelines. - Flexibility: Offer alternative formats or mediums if possible. - Follow-Up: Encourage reflection or discussion tying theory to practice. | <ul style="list-style-type: none"> - Accessibility: Ensure compliance with organizational or legal guidelines. - Flexibility: Provide multiple ways to demonstrate learning outcomes. - Follow-Up: Incorporate reflective tasks or real-world application exercises. |