

## Rubric to Evaluate Sample Research Assignment Handout

Name: \_\_\_\_\_

Use the rubric below to help you evaluate the sample research assignment handout. The checklist is divided into three sections that align with the *Project Information Literacy* report, "Assigning Inquiry: How Handouts for Research Assignments Guide Today's College Students" ([http://projectinfolit.org/images/pdfs/pil\\_handout\\_study\\_finalvJuly\\_2010.pdf](http://projectinfolit.org/images/pdfs/pil_handout_study_finalvJuly_2010.pdf)).

**Review each criterion and select the appropriate level: 1=Not included, 2=Partially included or not well defined and 3=Included and well defined.**

ASSIGNMENT REQUIREMENTS			
Provides project parameters (e.g., structure, mechanics, number of pages, length of speech, required headings).	1	2	3
Clarifies that research can take time. (e.g., length of time to do research explained, breaks assignment into stages with different due dates).	1	2	3
Identifies number of sources required.	1	2	3
Defines types of sources required.	1	2	3
Specifies a specific citation style to use.	1	2	3
RESEARCH GUIDANCE			
Instructs on how best to select a topic.	1	2	3
Directs students where to find information sources.	1	2	3
Specifies recommended sources to use.	1	2	3
Discusses how to do research.	1	2	3
Explains how to use sources.	1	2	3
Describes how to prevent plagiarism (e.g., note-taking techniques, how to paraphrase, plagiarism prevention services)	1	2	3
Explains importance of currency and how to evaluate information based on <i>timeliness</i> .	1	2	3
Explains importance of reliable information and ways to evaluate information based on the source's <i>authority</i> .	1	2	3
SUPPORT			
Lists instructor availability for assistance with research.	1	2	3
Lists librarian availability.	1	2	3
Lists tutoring availability.	1	2	3
Lists learning center (e.g., writing, computer) availability.	1	2	3

### Key Findings From *Project Information Literacy*

76% of students surveyed considered written guidelines about course-related assignments to be one of the most helpful materials an instructor can provide.

Written guidelines for research assignments play an integral role in helping students define *situational context* – how to meet the instructor's expectations.

Students tend to use handouts to define *information-gathering context* – to find and use appropriate information sources.

What did you LIKE most about this handout?

What did you DISLIKE most about this handout?

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