LaGuardia Community College
Learning Matters! Assignment Library Submission Guidelines

Dear Colleague:

Thank you for your interest in submitting your assignment to LaGuardia's Learning Matters! Assignment Library, which is housed within CUNY Academic Works—a service of the CUNY Libraries dedicated to collecting and providing open access to the research, scholarship and creative work of the City University of New York. The goal of the Assignment Library is to be an online collection of course assignments used in a range of academic disciplines that support and strengthen student learning and are aligned to LaGuardia's Core Competencies and Communication Abilities. It is designed to be a space for sharing and reflection on faculty work, and a springboard to further faculty creativity and exchange.

Submission Guidelines:

The Assignment Library currently features and will continue to select thoughtfully designed assignments that emerge from CTL seminars, Learning Matters Mini-grants, assignment development workshops, and the courses LaGuardia faculty teach. As we expand on the Assignment Library, we encourage the submission of assignments not limited to those that are used for the assessment of core competencies but also those that help to strengthen LaGuardia's core competencies and student learning outcomes, for instance assignments strengthening experiential learning at LaGuardia, from the Urban Studies program, and from other departments and programs.

- The Assignment Library accepts high stakes assignments.
- Before submitting your assignment, please visit shortlib.org/s/assignmentlibrary to review examples of selected assignments.
- To be considered for selection, in addition to the "Assignment Information Form for the Metadata Librarian" below, please prepare **a reflective narrative** that speaks to how the assignment was developed:
    - Please describe the assignment development process. For example, was it developed and/revised during a CTL seminar, mini-grant, assignment development workshop, part of a classroom/experiential learning project?
    - How the assignment meets the course learning objectives and the dimensions of the Core Competency, Communication Ability, and the program to which it is aligned.
    - Which course the assignment was used or might be used in and where this course is located in your program curriculum map (baseline, midpoint, capstone).
    - Who the students primarily were—majors, non-majors, beginning, advanced.
    - How much time it is likely to take students to complete the assignment (a few hours, a week, several weeks, etc.).
    - What percentage of the final grade the assignment is worth.

- Prepare your assignment as a Word doc. Attach copies of/links to any additional materials, resources, or citations that should be considered with your assignment contribution.
- **Fill out the attached Assignment Information Form**. (The information you enter is used by the metadata librarian when uploading your assignment to CUNY Academic Works).
- Email your assignment AND the assignment reflective description AND the **Assignment Information Form** to the Assignment Library co-curators Dr. Andrea Irias (Business and Accounting) at AIrias@lagcc.cuny.edu and Dr. Tuli Chatterji (English) at tchatterji@lagcc.cuny.edu

Review Process:

- Your assignment will be reviewed by members of the Assessment Leadership Team (ALT) in your discipline. If necessary, suggestions for revising the assignment will be communicated to you.
- The Assignment Library co-curators will notify you regarding the timeline for your submission, which will take into consideration the possible revision, editing, and proofreading stages.
- The final draft of your assignment will then be emailed to your Chair/Program Director for their review and sign-off.
- Prior to the posting of your assignment, you will be asked to select a Creative Commons license. For information on Creative Commons, please visit: https://creativecommons.org/licenses/ and the LibGuide http://guides.laguardia.edu/creativecommons for learning about CC licenses. LaGuardia Community College's Metadata Librarian, Associate Professor Elizabeth Jardine ejardine@lagcc.cuny.edu is also available to answer questions that pertain to Creative Commons.
- Selected assignments will be considered a college contribution.

LEARNING MATTERS ASSIGNMENT LIBRARY SUBMISSION FORM

Assignment Information Form for the Metadata Librarian
1) **Assignment Title:**
2) **Assignment Discipline(s):**

3) Instructor(s)/Author(s) name(s):
4) Course name and course code:
5) Instructor/Author's Program:
6) Instructor/Author's Department:
7) Is this assignment high stakes?
8) Which Core Competency/ies and/or Communication Ability/ies does this assignment address?
9) Which program and/or initiative does this assignment address?