

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 (LMAL), which is housed within the City University of New York (CUNY) Academic Works—a service of the CUNY Libraries dedicated to collecting and providing access to the research, scholarship and creative work of CUNY. The goal of the LMAL 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 Learning Matters Assignment Library (LMAL) currently features and will continue to select thoughtfully designed assignments that emerge from Center on Teaching and Learning (CTL) seminars, Learning Matters Mini-Grants, assignment development workshops, and the courses LaGuardia faculty teach.
- The LMAL accepts high stakes assignments.
- To be considered for selection, please prepare **an assignment description** that speaks to:
 - How the assignment meets the course learning objectives **and** the dimensions of the Core Competency and Communication Ability it is aligned to.
 - Which course the assignment was used in and where this course is located in your Core Competency program curriculum map (baseline, midpoint, capstone).
 - Who the students primarily were—majors, non-majors, beginning, advanced.
 - How much time it should take students to complete the assignment (a few hours, a week, several weeks, etc.).
 - What percentage of the final grade the assignment is worth.
 - You are also encouraged to mention whether the assignment was developed and/or revised during a CTL seminar, mini-grant, and/or assignment development workshop, and to briefly describe the assignment development process.

- Prepare your assignment as a Word document. Attach copies of/links to any additional materials, resources, or citations.
- **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 description AND the **Assignment Information Form** to the Learning Matters Assignment Library curator Dr. Ece Aykol (English) eyaykol@lagcc.cuny.edu.
- Before submitting your assignment, please visit shortlib.org/s/assignmentlibrary to review examples of selected assignments.

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 curator 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 (CC) 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, Assistant 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.

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?