



Group Work



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Assignment Plan

Use this checklist to record the main requirements for your group assignment.

ASSIGNMENT CHECKLIST

Refer the marking rubric and subject outline to identify assignment details and requirements below.

Requirement	Details
Assignment Task	
Word Count	
Referencing style <i>Refer to Referencing & Citing for assistance</i>	
Formatting instructions <i>For example – font size, margins, spacing</i>	

PURPOSE

Reflect on the questions below:

1. Identify the purpose of the assignment, how does it connect with your subject?
2. What are the expectations of the teacher and the assignment?
3. Why is this assignment given to you? What will you learn from it?
4. What is required for your assignment to achieve a High Distinction?

TYPE OF ASSIGNMENT

Consider the following:

1. Are you being asked to describe something, pose an argument, or connect a theoretical approach to some phenomenon?
2. Are you required to download data and analyse it critically?
3. What is critical analysis?
4. Do we have to write in a narrative form? Descriptive form? Analytical form?
5. Do we discuss opposing views? Or just state the research?
6. Are we to make recommendations? If yes, do they have to be backed by authors? Or make recommendations off your head?

RESEARCH

Consider the following:

1. Is there a minimum number of references required?
2. What types of references are required (journal articles, primary sources, scholarly or peer reviewed)?
3. Where can you find relevant resources?



TASK DISTRIBUTION

Consider who will be responsible for specific tasks as part of the group assignment, these could include:

- Creating an outline for the group assignment
- Who will be the team lead?
- Who will work on specific sections of the group assignment

Add these into the table below.

Group Member	Task Distribution
Member 1	
Member 2	
Member 3	
Member 4	
Member 5	

