My Favorite Assignment Montreal 2011/BCQ 2012
Business Communication Quarterly Author's Template

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1. Personal Biography Assignment

2. Genre: Individual Exercise, written communication, technology and software skills

3. Author's name: Dr. Dana K. McCann

4. Affiliation: Central Michigan University

5. Brief overview of assignment (50 to 150 words) :
The assignment is to write a personal biography to give to the instructor. In a large classroom or online environment, it is often extremely difficult to get to know each student personally. This document will provide background and reference information for the instructor to get to know a little bit about each student. Students may create their bio from scratch or use a newsletter template. Many templates are available within Microsoft Word, Publisher or other software programs.

Good personal bios are truly that – personal. They generally relegate work or career information to a secondary, supporting role, and focus instead on personal qualities or attributes. As an instructor, it is rewarding to read one of these assignments and end up with a clear picture of WHO the student is and WHAT he believes in.

Example of information that is commonly contained in a personal bio includes:
- A brief overview of life experiences; these may be from your childhood or more recently.
- Events (not related to work) that have shaped your beliefs and value system.
- Information about family members or mentors who have played a significant role in your life.
- Religious affiliations or personal philosophies.
- Hobbies, interests and personal goals.

Delivery Requirements may be vary depending on course skill level.

6. Target learners: Undergraduate as well as Graduate students

7. Learning objectives: The purpose of the Personal Biography Assignment is to provide the students an opportunity to use available software and templates to create a well formatted document. In addition, for the instructor, it also gives an opportunity to read and learn about each student at a personal level.

8. Time to complete the assignment: Assignment is discussed and started in one class period. Students have 1 week after the class session before assignment is due.

9. Materials, equipment, special considerations: Students must have access to a computer and some type of publishing or word processing software.

10. Evaluating outcomes/grading: Total point scale of the course is 800 points. This assignment is worth 20 points. Students are evaluated based upon the 'requirements' of the assignment. If word count, margin size, line spacing, picture count, etc… are requirements you wish to make, then this is what should be evaluated. I do not evaluate this assignment on the content as each student's personal events are very different.

11. Author's bio (50 word maximum *not* including the text below)
Address correspondence to: Dana K. McCann, Central Michigan University, Business

11. Author's bio (50 word maximum *not* including the text below)
Address correspondence to: Dana K. McCann, Central Michigan University, Business Information Systems Department, 335 Grawn Hall, Mt Pleasant, MI, 48859; mccan1d@cmich.edu.

12. Support materials (to be posted on webpage) Check all you'll provide:

✓ Instructions to students
   Stimulus and exercise materials
✓ Slides
   Grading rubrics
   FAQ's
✓ Sample student work product

☐ Other _____