**Developing Your Metacognitive Skills – Assignments**

Metacognition is thinking about one’s own thinking, and refers to the ability to reflect upon, understand, manipulate, and regulate one’s cognitive activities during learning.   
  
**Expert learners assess assignment demands, evaluate own knowledge/skills, plan approach, monitor one’s progress, adjust strategies as needed, reflect on graded assignment and adjust strategies for the next assignment**. The following activity will assist you with developing your metacognitive skills and becoming an expert learner.

**Assess the Demands of the Assignment**

1. What is the **instructor’s goal** in having me do this task?

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1. What are **all the things** I need to do to successfully accomplish this assignment?

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1. How **much time** do I need to **complete the task**?

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4. What **skills are required** of me to complete the assignment? i.e., research, technology…  
  
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**Evaluate Your Own Skills/Knowledge**

1. How **effective are my skills** that are required to complete the assignment?

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1. If I have done something like this before, how could I do a **better job this time**?

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**Plan Assignment Approach**

1. **How much time** do I plan on working on the assignment? Over what period of time and for how long each time do I need to work on my assignment?

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1. What are the **major steps** to completing this assignment?

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1. What **strategies** will I use to **complete** the assignment?

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1. What **resources** do I need **to complete the task**? How will I make sure I have them?

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**Monitoring Your Assignment Progress**

1. What **strategies** am I using that are **working well** or not working well to help me learn?

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1. What other **resources** could I be using to complete this task? What **action** should I take to get these?

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1. What is **most challenging** for me about this task? Most confusing?

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**Adjust Strategies to Strengthen this Assignment**

1. What could I **do differently mid-assignment** to address these challenges and confusions?

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**Self-Evaluate Your Assignment**

1. To what extent did I successfully **accomplish the goals** of the task?

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1. To what extent did I **use resources** available to me?

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1. If I were the instructor, what would I identify as **strengths** of my work and **flaws** in my work?

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**Self-Reflect on Instructor Graded Assignment**

*To be completed after receiving the graded assignment.*

1. Approximately how much time did I spend on the assignment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hours)
2. Did I monitor MY assignment progress as time got closer to the assignment due date?   
   Yes \_\_\_\_No \_\_\_\_\_
3. When I had difficulties with any aspect of the assignment I tried alternative strategies?   
   Yes \_\_\_\_ No \_\_\_\_\_
4. Now that I have looked over my graded assignment, what were the top three areas I lost the most marks on?

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**Adjust Strategies for Next Assignment**

1. When I do an assignment or task like this again, what do I want to remember to do differently?   
   What worked well for me that I should use next time?

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