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?

_____

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

_____

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

_____

4. What **skills are required** of me to complete the assignment? i.e., research, technology…

_____

Evaluate Your Own Skills/Knowledge

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

_____

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

_____

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?

_____

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

_____

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

_____

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

_____

Monitoring Your Assignment Progress

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

_____

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

_____

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

_____

Adjust Strategies to Strengthen this Assignment

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

_____

Self-Evaluate Your Assignment

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

_____

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

_____

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

_____

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?

_____

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?

_____

_____