Assignment: Fact Sheet

What is it
A Fact Sheet is a document that provides clear and easy to read information on a topic. Often, but not always, the purpose of the fact sheet is to convince the reader to do something, like hand washing often to avoid viruses, or joining an organization that saves the spotted owl, etc. Fact Sheets are normally only one page, or the front and back of one sheet.

Why use it
A Fact Sheet is a more demanding assignment than it first appears to be, and would be relevant to many courses. A fact sheet is an assignment that mirrors “real word” applications and outside the classroom the fact sheet would be distributed to the public and therefore must be well written and polished. Students must learn to search the relevant databases for the discipline, evaluate material, and present it in a concise, readable way.

How to use it
A Fact Sheet makes an excellent assignment that replaces an essay. Use a fact sheet for assignments where you would normally ask the student to explain a concept or a topic in a paper. Provide instructions on how to create a fact sheet, available on the teaching website. Consider using peer review for fact sheets.

Considerations
On the teaching website, you will find templates that you can offer your students so they are not burdened with designing the fact sheet. You will also find an example fact sheet that provides directions on creating fact sheets, including some design advice. A rubric is provided as well.

Resources
Information on Creating Fact Sheets
Lesson on creating fact sheets, links to examples of good and poor fact sheets and gives explanations.
  - Creating an Agricultural Fact Sheet - InTeGrate
Examples of Fact Sheets
Finding examples is easy. Google “fact sheets” and click on images. Here are some examples:

- Weatherization Assistance Program Technical Assistance Center
- Australian Threatened Species
- Parent Food Safety Guide for Raw Milk
- Ethnic Groups in Vietnam: Evidence from the 2009 Census
- DCA Fact Sheet: FAQs About the Affordable Care Act
- The San Francisco-Oakland: Bay Bridge Seismic Safety Projects