

## XIII-E2 CHECKLIST FOR COURSE MATERIALS

Faculty Member: \_\_\_\_\_

Course Title and section: \_\_\_\_\_

Year and Semester: \_\_\_\_\_

- \_\_\_\_\_ 1. Instructor's Name, office location, email address, and telephone number (either college, administrative assistant, or office)
- \_\_\_\_\_ 2. Course Title/Number
- \_\_\_\_\_ 3. Meeting days and times
- \_\_\_\_\_ 4. General course description and prerequisites (according to College catalogue)
- \_\_\_\_\_ 5. All required course readings (whether written or electronic), including information on publisher and edition used or website address or link
- \_\_\_\_\_ 6. Student Learning Outcomes (list)\*
- \_\_\_\_\_ 7. Teaching procedures (briefly describe)
- \_\_\_\_\_ 8. Course topics and/or assignments and/or required and/or supplemental reading
- \_\_\_\_\_ 9. Tentative test schedule/assignment(s) schedule
- \_\_\_\_\_ 10. Basis for student grading and calculation of final grade as well as criteria for evaluating student performance
- \_\_\_\_\_ 11. Attendance policy
- \_\_\_\_\_ 12. Institutional Disability Services statement

If any of the above are missing or if the evaluator has concerns, the unit member will be notified and given an opportunity to submit the missing materials and respond to the concerns within fourteen (14) calendar days.

\*See #6 in the "Principals Statement on Student Learning Outcomes and Assessment" (Appendix A in the contract).

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 Evaluator's Signature

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 Date