

Form DE-1

**DISTANCE EDUCATION COURSE/INSTRUCTIONAL MATERIALS
CHECKLIST FOR COURSE MATERIALS**

Faculty Member: _____

Year and Semester: _____

Course Title and Section: _____

- ____ 1. Instructor's Name
- ____ 2. Course Title/Number
- ____ 3. General course description (according to College catalogue)
- ____ 4. All required texts, paperbacks, software, software capacity, specific handout including information on publisher, edition, version etc.
- ____ 5. Course topics and/or assignments and/or required and/or supplemental reading
- ____ 6. Teaching procedures (briefly describe)
- ____ 7. Instructional Objectives (list)
- ____ 8. Basis for student grading
- ____ 9. Procedure (criteria) for evaluating student performance
- ____ 10. Tentative test schedule/assignment(s) schedule
- ____ 11. Instruction Plan

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 within fourteen (14) calendar days.

Evaluator's Signature/Date: _____