Evaluation of In-house Book

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| **PART I: General Information** | | | | | | | | |
| **Department** | **Course Title/Company Name, if applicable** | | | | **Course Code** | **Contact Hours/Week** | **Number of Weeks** | |
|  |  | | | |  |  |  | |
| **Book for:** | | | **Required for:** | | | **Development status:** | | |
| Theory (√) | Practical (√) | Both (√) | Regular program (√) | Special program (√) | | Upgrade (√) | | New (√) |
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| **PART II : Evaluation** | | | |
| **Criteria** | | | |
| **A: The Theory Book** | Meeting criteria (√) | Comments | |
| 1. Topics are in line with the course description |  |  |  |
| 1. Contents address topics appropriately |  |  |  |
| 1. Contents complement one another and do not duplicate |  |  |  |
| 1. Provides information appropriate to the contact hours |  |  |  |
| 1. Accounts for the level and background of trainees/students |  |  |  |
| 1. Uses reputable source materials |  |  |  |
| 1. Uses multiple sources of information |  |  |  |
| 1. Provides a plenary review at the end of each chapter to include: |  |  |  |
| * 1. Summary |  |  |  |
| * 1. Variety of tasks such as exercises and assignments |  |  |  |
| * 1. Few blank pages to write notes |  |  |  |
| 1. Conforms to the Kingdom’s Copyright Law |  |  |  |
| 1. Excludes materials regarded as culturally offensive or intrusive |  |  |  |
| 1. Is free from spelling, grammar, punctuation errors, and typos |  |  |  |
| 1. Is reviewed by a subject matter expert |  |  |  |
| **B: The practical book** | | | |
| 1. List of experiments matches with the course description and contents. |  |  | |
| 1. Provides introduction, lab safety procedures, codes with hazard symbols and equipment/tools if applicable |  |  | |
| 1. Outlines clear objectives of each experiment |  |  | |
| 1. Discusses theory and principles required to conduct experiments in simple language and easy to follow |  |  | |
| 1. Provides the list of tools, equipment and materials to be used in the experiment |  |  | |
| 1. Lists and discusses all safety precautions and follows all safety operational procedures |  |  | |
| 1. Describes clear guidance to conduct the experiment: |  |  | |
| 1. Provides the procedure to obtain measurements data and calculations |  |  | |
| 1. Presents clear guidelines on how to discuss results and arrive at conclusions of the experiment |  |  | |
| 1. Includes post-laboratory questions |  |  | |
| 1. Conforms to the Kingdom of Saudi Arabia’s Copyright Law |  |  | |
| 1. Excludes materials regarded as culturally offensive or intrusive |  |  | |
| 1. Is free from spelling, grammar, punctuation errors, and typos |  |  | |
| 1. Is reviewed by a subject matter expert |  |  | |
| **C: Formatting and Style** | | | |
| 1. Layout |  |  | |
| 1. Uses standard cover page |  |  | |
| 1. Includes list of contents |  |  | |
| 1. Includes introduction |  |  | |
| 1. Contains chapters or experiments |  |  | |
| 1. Includes references |  |  | |
| 1. Includes appendices, |  |  | |
| 1. Format |  |  | |
| 1. Font type: Times New Roman, |  |  | |
| 1. Size: 12 for body text, 14 (Bold) for headings/titles and 12 (Bold) for subtitles. |  |  | |
| 1. Interline spacing: 1.5 |  |  | |
| 1. Page numbering: centered at footer |  |  | |
| 1. Page size: letter size (8.5”x11”) |  |  | |
| 1. Page margins: top, bottom, & right: 1.0”; left: 1.25” |  |  | |
| 1. Figures/illustrations: numbered according to chapters/ experiments |  |  | |
| 1. Tables: numbered according to chapters/ experiments and titles should be top left justified |  |  | |
| 1. Exercises numbering: numbered according to chapters/experiments |  |  | |
| 1. Illustrations | | | |
| 1. Includes good quality illustrations |  |  | |
| 1. Illustrations are properly located and referred to in the text |  |  | |
| 1. Illustration uses short legends |  |  | |
| 1. Presentation |  |  | |
| 1. Includes short and easy to understand   paragraphs/clear bulleted steps |  |  | |
| 1. Excludes introduction which is too wordy and has long   paragraphs |  |  | |
| 1. Uses logical sequence of ideas (chapters/sections) |  |  | |

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| **PART III: Recommendations and Follow up** | | | | | |
| **Recommendations/Corrective actions**  (To be completed by CU) | | **Action taken**  (To be completed by the educational department) | | **Issue resolved**  (To be completed by CU) | |
| **1.** | |  | |  | |
| **2.** | |  | |  | |
| **3.** | |  | |  | |
| **Signature** |  | **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  | **Date** |  |

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| **PART IV: Over all compliance** | | | | | |
| Meets the criteria  Yes  No | | | | | |
| Comment (if not): | | | | | |
| **Head, Curriculum Unit** |  | **Signature** |  | **Date** |  |