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 [x]  Yes [ ]  No |
| Comment (if not): |
| **Head, Curriculum Unit** |  | **Signature** |  | **Date** |   |