

LOS ANGELES TRADE-TECHNICAL COLLEGE

Review of Course Materials

Instructor: _____ **Yr/Sem:** _____

Course: _____ **Evaluator:** _____

Discipline: _____

Department chair, peer review committee, or administrative evaluations of course materials should consider the course level and type in reviewing course materials. Evaluations should include, but not necessarily be limited to, the following.

Course Materials (Textbooks (if selected by instructor); handouts; reading and reference lists; other supporting resources, e.g., video tapes, CD-ROMS, computer software, multimedia tutorials; and descriptions of teaching innovations)

	<u>Could Improve</u>	<u>Acceptable</u>	<u>Excellent</u>	<u>Not Observed*</u>
Course materials are current and appropriate for meeting the learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course materials are at an appropriate level of difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course materials are designed to ensure that learning objectives are achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assignments, Projects, and Exams

	<u>Could Improve</u>	<u>Acceptable</u>	<u>Excellent</u>	<u>Not Observed*</u>
Assignments, projects, and exams are appropriate for the learning objectives and course level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments, projects, and exams coordinate with other course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments, projects, and exams provide sufficient evidence that students gained an understanding of course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examinations assess an appropriate range of skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic communication (if used) is appropriate for the learning objectives and course level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Samples of Student Work

	<u>Could Improve</u>	<u>Acceptable</u>	<u>Excellent</u>	<u>Not Observed*</u>
Students' work reflect a clear understanding of the assignments and course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is evidence that students attained the desired learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor feedback on student work is clear and instructive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***All items marked Not Observed must be explained in Comments**

Comments: