

**MASSACHUSETTS COMMUNITY COLLEGE SYSTEM
CHECKLIST FOR COURSE MATERIALS**

Faculty Member: _____

Course Title and section: _____

Year and Semester: _____

- _____ 1. Instructor's Name, office location, and telephone number (either college, secretary, or office)
- _____ 2. Course Title/Number
- _____ 3. General course description and prerequisites (according to College catalogue)
- _____ 4. All required texts and paperbacks, including information on publisher and edition used
- _____ 5. Instructional objectives (list)
- _____ 6. Teaching procedures (briefly describe)
- _____ 7. Course topics and/or assignments and/or required and/or supplemental reading
- _____ 8. Tentative test schedule/assignment(s) schedule
- _____ 9. Basis for student grading and criteria for evaluating student performance
- _____ 10. Attendance policy

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.

Evaluator's Signature

Date