



**SELF-INSTRUCTIONAL MATERIAL (SIM) CHECKLIST FORM  
(COURSEWORK)**

**COURSE CODE** :  
**COURSE NAME** :  
**SEMESTER** :  
**SESSION** :  
**LECTURER** :

NO	CONTENT		CHECK	
			Lecturer	Quality Coordinator
1	Course Description			
	a	Course Overview		
	b	Course Synopsis		
	c	Course Learning Outcomes (CLO)		
	d	Instructor's Details		
	e	Course Introduction		
	f	List of Topics		
	g	References		
2	Content ( <b>General</b> )			
	a	[Tutorial] Forum (Min. 2)		
	b	[Tutorial] Live Class Session		
	c	Text Structure Guide		
	d	Study Schedule		
	e	Plagiarism Policy		
3	Content ( <b>Each Topic</b> )			
	a	Learning Outcomes (LO)		
	b	Introduction to Lecture		
	c	Explanatory Content Text / Supplemented Diagrams (chart, graph, or infographics) / Activity / Examples / Video (link) / Video Recording (link) – with references (if any)		
	d	[Tutorial] Self-Check–LOTS (Min. 1 each topic)		
	e	[Tutorial] Self-Assessment–HOTS (Min. 1 each topic)		
	f	Summary		
	g	Key Terms		
	h	[Tutorial] Self-Test (Min. 1 each topic)		
4	Course Feedback			
	a	Feedback Form (Link)		

5	Assessment		
	a	Continuous Assessment	
	b	Final Assessment	

<p>Prepared by:</p>   <p>.....</p> <p>Lecturer / Instructor (Sign &amp; Official Stamp)</p>	<p>Checked by:</p>   <p>.....</p> <p>Head of Program / Quality Coordinator (Sign &amp; Official Stamp)</p>
<p>Approved by:</p>   <p>.....</p> <p>Head of Department Open and Distance Learning (Sign &amp; Official Stamp)</p>	