



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

Lecturer/Instructor Name :

Course Code & Name :

Date :

No	Content	Yes	No	Remark
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 (General)			
	a Forum			
	b Live Class Session			
	c Text Structure Guide			
	d Study Schedule			
	e Plagiarism Policy			
3	Content (Each Topic)			
	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 Self-Check – LOTS (Minimum 1)			
	e Self-Assessment – HOTS (Minimum 1)			
	f Summary			
	g Key Terms			
	h Self-Test (Established from LO)			
4	Course Feedback			
	a Feedback Form (Link)			
5	Assessment			
	a Continuous Assessment			
	b Final Assessment			

Prepared by:

Checked by:

Approved by:

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Lecturer/Instructor

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Head of Program/Quality
Coordinator

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Head of Department ODL
UTHM BITARA