



# REQUEST FOR LEARNING MATERIALS APPROVAL

2311 F-1

## Review and Evaluation of Required Learning Materials for IMC Approval:

<p><b>Title</b> _____</p> <p><b>Author/Editor</b> _____</p> <p><input type="checkbox"/> Textbook   <input type="checkbox"/> Reference   <input type="checkbox"/> Literary Work   <input type="checkbox"/> Resource Collection  <input type="checkbox"/> Paperback   <input type="checkbox"/> Hardback   <input type="checkbox"/> Other _____</p> <p><b>ISBN #</b> _____</p> <p><b>Discipline/Course</b> _____</p> <p><b>Is this material part of a series?</b>     <input type="checkbox"/> Yes     <input type="checkbox"/> No</p>	<p><b>Publisher</b> _____</p> <p><b>Edition</b> _____     <b>Copyright</b> _____</p> <p><input type="checkbox"/> Electronic Media     Length: _____ minutes     Rating: _____  <input type="checkbox"/> DVD   <input type="checkbox"/> Video   <input type="checkbox"/> CD ROM   <input type="checkbox"/> includes teacher's guide/kit</p> <p><b>Library of Congress # (if avail)</b> _____</p> <p><b>Grade Level(s)</b> _____</p> <p><b>If yes, which series?</b> _____</p>
<p>Teachers Name: _____     Date: _____</p> <p>School: _____     Subject Area: _____</p> <p>Description and Intended Use of the Learning Materials being requested: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>How will this material meet course goals and objectives? _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Why did you select this material? _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

REQUEST FOR LEARNING MATERIALS APPROVAL

Have you read this book or viewed the material?  Yes  No

Have you read a review of the materials?  Yes  No Review Source: \_\_\_\_\_

Overall Quality of Materials:  Excellent  Good  Acceptable

(Provide supporting rationale for material rated less than "excellent")  Rationale attached

Is there anything objectionable in this material?  Yes  No

I have the following concerns about this material: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Evaluation of Material**

Please evaluate materials using the scale 4-Excellent, 3-Good, 2-Fair, 1-Poor, N/A-not applicable

**I. Student Materials and Teacher’s Guide**

<b>1. Students Materials</b>	1	2	3	4	N/A
<b>a.</b> Text provides learner with sufficient information to master objectives with variety examples from simple to complex.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Appearance/appeal; practical for classroom use; quality/durable; readability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Teacher’s Guide</b>					
<b>a.</b> Easy to use, clear learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Teaching strategies for variety, motivation, follow-up, extension, remediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c.</b> Variety of assessment options with answer keys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. Bias Content**

<b>1.</b> Presents more than one viewpoint of controversial issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Presents ethnic groups realistically; non-stereotypical models.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> Promotes positive attitudes toward cultural differences, languages, heritage, both sexes, and the disabled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> Includes the contributions, inventions or discoveries made by various groups and/or individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Facilitates the sharing of cultural differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b> Roles presented realistically/non-stereotypically and in a manner that promotes pride.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. Content**

<b>1.</b> Material provides sufficient scope and sequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Information is clear and concise; presents accurate facts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> Material aligns with state EALRS. GLEs and district standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> Provisions are made for measuring student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Program meets the needs of:					
Above average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Below average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b> Adequacy of learning activities					
Above average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Below average students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b> Involvement of learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b> Adaptability to varying levels of student ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b> Clarity and conciseness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>