

	<b>INSTRUCTIONAL MATERIALS SUMMARY FORM</b>	Document No.	<b>WVSU-ODI-SOI-05-F03</b>
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Name of Author(s): \_\_\_\_\_ College/Campus: \_\_\_\_\_  
 \_\_\_\_\_ Department/Division: \_\_\_\_\_  
 \_\_\_\_\_

Title: \_\_\_\_\_

Type of Instructional Material/ Audio-Visual Material:

A. Printed:

- \_\_\_\_\_ Textbook
- \_\_\_\_\_ Workbook
- \_\_\_\_\_ Manual (Operation, laboratory, teacher's guide)
- \_\_\_\_\_ Module
- \_\_\_\_\_ General Reference (Dictionary, Compilation\*, Handbooks, etc.)
- \_\_\_\_\_ Others: \_\_\_\_\_

B. Non-Printed:

- \_\_\_\_\_ Electronic-Book (E-book)
- \_\_\_\_\_ Audio Book (CD/DVD)
- \_\_\_\_\_ Interactive E-book
- \_\_\_\_\_ Manual Electronic Copy
- \_\_\_\_\_ Digital Interactive
- \_\_\_\_\_ Online Site Module
- \_\_\_\_\_ Online Digital References
- \_\_\_\_\_ Simulator
- \_\_\_\_\_ Others: \_\_\_\_\_

*(Note: \*To include the preface, instructional objectives and assessment. The preface discusses how the book is organized and how it will be best used for instruction.)*

*(Note: Some of the productions may be considered as creative works.)*

Level:

- \_\_\_\_\_ Tertiary
- \_\_\_\_\_ Secondary
- \_\_\_\_\_ Elementary/Preschool
- \_\_\_\_\_ National
- \_\_\_\_\_ Regional
- \_\_\_\_\_ Local

Role

- \_\_\_\_\_ Single Author
- \_\_\_\_\_ Co-Author
- \_\_\_\_\_ Reviewer
- \_\_\_\_\_ Translator
- \_\_\_\_\_ Editor
- \_\_\_\_\_ Compiler
- \_\_\_\_\_ Others: \_\_\_\_\_

Rating: On Usefulness/Acceptability

\_\_\_\_\_ Passed \_\_\_\_\_ Failed

Date of Evaluation: \_\_\_\_\_

**INSTRUCTIONAL MATERIALS EVALUATION COMMITTEE**

Level: \_\_\_\_\_ University \_\_\_\_\_ College/Campus/Local

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Documents Needed:

1. A sample/copy of the instructional material
2. Copy of the subject syllabus
3. Certification as to its usefulness and acceptability by the Department/Division Chair and concurred by the Dean (for university-level evaluation)