**Course File Checklist**

**Department:**

**Semester: Number of Students:**

**Course Code: Title:**

M / F

**Course Number (CRN): Section:**

**Number of Home works: Number of Quizzes:**

**Number of Lab. Reports: Number of Examinations:**

**Number of Term Projects: Others:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Tick ()** | **Comments** |
| 1 | Course Syllabus |  |  |
| 2 | Course Teaching Philosophy |  |  |
| 3 | Samples of Teaching Material (Slides, Lecture Notes, etc.) |  |  |
| 4 | Copies of Assignments, Quizzes & Exams (Including Master Solutions) |  |  |
| 5 | Course Outcome–Assessment Matrix |  |  |
| 6 | Graded Samples of Student’s Work for all Assessments (Best, Average, Worst) |  |  |
| 7 | Lab. Materials Including Graded Samples of Students Lab. Work |  |  |
| 8 | Reflections on Course Improvement |  |  |
| 9 | Final Grades Form |  |  |

**Name of Instructor: Signature: Date:**

**Head of Department: Signature: Date:**