

**NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROGRAM
PREVIEW EVALUATION: INSTRUCTIONAL MATERIALS**

TITLE: _____

AUTHOR(S): _____ COPYRIGHT DATE: _____

PUBLISHER: _____

ADDRESS: _____

COST: _____

NATURE OF MATERIAL: ____ Text ____ Resource materials (workbook, teacher's guide, resource book, evaluation)

Reading Level: _____ (Index Used: _____) Audience: ____ Adult ____ High School

Quality Analysis: Rate text according to each criterion below, using the following scale.

3=Excellent/highly recommended

2=Satisfactory/recommended

1=Unacceptable/rejected

EVALUATION

QUALITY AREA	CRITERION	RATING
Content	1. Content is accurate, current, and relevant; authors are qualified and credible.	3 2 1
	2. Textbook is thorough and meets most course objectives.	3 2 1
	3. Content is presented sequentially and logically, and student objectives are clear.	3 2 1
	4. Content reflects current industry standards and technology.	3 2 1
	5. Reading level is appropriate for student population.	3 2 1
	6. Workplace basic skills are included.	3 2 1
	7. Content is presented in an interesting and engaging manner.	3 2 1
	8. Material is current, as reflected in copyright date (within last five years).	3 2 1
	9. Opportunities for review and evaluation are provided.	3 2 1
Instructional Design	10. Visual presentation, including print size, tables, graphs, photographs, diagrams, charts, and illustrations are clear, well presented, accurate and/or appropriate to the student population.	3 2 1
	11. Organization allows for ease of use and ready access to information, including table of contents, index, glossary(ies), and appendices where appropriate.	3 2 1
	12. Quality of text construction, including paper and binding, allows for a reasonable period of use.	3 2 1
	13. Cost is affordable for program and/or students.	3 2 1

Total Score _____

Legal Compliance	1. Material is free from gender bias.	yes	no
	2. Material provides examples of men and women in nontraditional occupations.	yes	no
	3. There is representation of ethnic populations in textual references and visuals.	yes	no
	4. Text is free of stereotypes relating to ethnicity, socioeconomic status, sexual orientation, and creed.	yes	no
	5. People of differing ages are represented in a positive manner that is free of stereotypes.	yes	no
	6. Individuals with disabilities, when depicted, are portrayed in a positive manner.	yes	no
	7. Material is free from religious bias or affiliation.	yes	no

“No” answers to any of the above may render a text unacceptable and should be justified with page references and/or comments:

RECOMMENDATION:

_____ Purchase for primary classroom use for _____ (name of course/s).
 Total Score for items 1-13 must be 26 or better, with no ratings of 1.

_____ Purchase for reference/supplemental use for _____ (name of course/s).

_____ Do not purchase.

COMMENTS: _____

Reviewer's Name: _____ Date: _____

Position: _____ Instructor _____ Advisory _____ Supervisor _____ Other: _____