Submission of In-house Book

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| **PART I: General Information** |
| **Department** | **Course Title/Company Name, if applicable** | **Course Code** | **Contact Hours/Week** | **Number of Weeks** |
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| **Book for:** | **Required for:** | **Development status:** |
| Theory(√) | Practical (√) | Both (√) | Regular program (√) | Special program (√) | Upgrade (√) | New (√) |
|[ ] [ ] [ ] [ ] [ ] [ ] [ ]

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| **PART II: Submission checklist** |
| 1. Completed continuous improvement form as per QP 709 if the developed book is for existing regular program
 |[ ]
| 1. Justification for developing in-house book in case of Special Programs
 |[ ]
| 1. Hard and soft copies of the book in addition to the previous version if upgraded
 |[ ]
| 1. Course description and contents (F700 – 1) and course semester plan (F700 – 14), or course outlines and pacing schedule for Special Programs
 |[ ]

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| **PART III: Compliance checklist** |
| **A: The Theory Book** |
| 1. Topics are in line with the course description
 |[ ]
| 1. Contents address topics appropriately
 |[ ]
| 1. Contents complement one another and do not duplicate
 |[ ]
| 1. Provides information appropriate to the contact hours
 |[ ]
| 1. Accounts for the level and background of students /trainees
 |[ ]
| 1. Uses reputable source materials
 |[ ]
| 1. Uses multiple sources of information
 |[ ]
| 1. Provides a plenary review at the end of each chapter to include:
 |
| * 1. Summary
 |[ ]
| * 1. Variety of tasks such as exercises and assignments
 |[ ]
| * 1. Few blank pages to write notes
 |[ ]
| 1. Conforms to the Kingdom’s Copyright Law
 |[ ]
| 1. Excludes materials regarded as culturally offensive or intrusive
 |[ ]
| 1. Is free from spelling, grammar and punctuation errors, and typos
 |[ ]
| 1. Is reviewed by a subject matter expert
 |[ ]
| **B: The Practical Book** |
| * 1. List of experiments match with the course descriptions and contents.
 |[ ]
| * 1. Provides introduction, lab safety procedures and codes with hazard symbols and equipment/tools if applicable
 |[ ]
| * 1. Outlines clear objectives of each experiment
 |[ ]
| * 1. Discusses theory and principles required to conduct experiments in simple language and easy to follow
 |[ ]
| * 1. Provides the list of tools, equipment and materials to be used in the experiment
 |[ ]
| * 1. Lists and discusses all safety precautions and follows all safety operational procedures
 |[ ]
| * 1. Describes clear guidance to conduct the experiment:
 |
| 1. Provides the procedure to obtain measurements data and calculations
 |[ ]
| 1. Presents clear guidelines on how to discuss results and arrive at conclusions of the experiment
 |[ ]
| * 1. Includes post-laboratory questions
 |[ ]
| * 1. Conforms to the Kingdom of Saudi Arabia’s Copyright Law
 |[ ]
| * 1. Excludes materials regarded as culturally offensive or intrusive
 |[ ]
| * 1. Is free from spelling, grammar and punctuation errors, and typos

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| * 1. Is reviewed by a subject matter expert
 |[ ]
| **C**: **Formatting and style** |
| 1. Layout
 |
| 1. Uses standard cover page (provided by CU)
 |[ ]
| 1. Includes list of contents
 |[ ]
| 1. Includes introduction
 |[ ]
| 1. Contains chapters or experiments
 |[ ]
| 1. Includes references
 |[ ]
| 1. includes appendices
 |[ ]
| 1. Format
 |
| 1. font type: Times New Roman,
 |[ ]
| 1. size: 12 for body text, 14 (Bold) for headings/titles and 12 (Bold) for subtitles.
 |[ ]
| 1. interline spacing: 1.5
 |[ ]
| 1. page numbering: centered at footer
 |[ ]
| 1. page size: letter size (8.5”x11”)
 |[ ]
| 1. page margins: top, bottom, & right: 1.0”; left: 1.25”
 |[ ]
| 1. figures/illustrations: numbered according to chapters/ experiments
 |[ ]
| 1. tables: numbered according to chapters/ experiments and titles should be top left justified
 |[ ]
| 1. exercises numbering: numbered according to chapters/ experiments
 |[ ]
| 1. Illustrations
 |
| 1. includes good quality illustrations
 |[ ]
| 1. illustrations are properly located and referred to in the text
 |[ ]
| 1. illustration uses short legends
 |[ ]
| 1. Presentation
 |
| 1. includes short and easy to understand paragraphs/clear bulleted steps
 |[ ]
| 1. excludes introduction which is too wordy and has long paragraphs
 |[ ]
| 1. uses logical sequence of ideas (chapters/sections)
 |[ ]

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| **PART IV: Staff Contribution** |
| **S. no.** | **Staff ID** | **Name** | **Department** | **Type of contribution\*** |  **Contribution (%)**  | **Signature** |
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**\*Type of contribution: developer, editor, reviewer**

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| **PART V: Chairman’s Approval**  |
| Name |  | Signature |  | Date |   |