Checklist for Developing Materials

A. Overall curriculum
    1. Approach:
        a. Theoretical bases
        b. revise
    2. Syllabus
        a. Organizational principles
        b. Revise

B. Needs
    a. Define
    b. Revise

C. Goals and objectives
    a. Define
    b. Revise

D. Tests

    1. Proficiency or placement- Get a fix on overall level

    2. Diagnostic or achievement- Get a fix on appropriateness of objectives

E. Creating

    1. Find teachers willing to work as material developers

    2. Ensure that all material developers have copies of relevant documents (Program description, goals and objectives, material blueprint, scope and sequence)

3. Divide the labor

4. Work individually or in teams to create materials

5. Establish a resource file

6. Consider working modularly in materials packets

F. Teaching

   1. Pilot materials

   2. Discuss their effectiveness

   3. Revise

G. Evaluating

1. Evaluate your own materials
2. Revise materials
3. Produce materials in a durable format
4. Consider publishing the materials
5. Remember that materials are never finished, considering ongoing materials development particularly in terms of how well all materials are meeting the needs of your students

Steps for Adapting Materials

A. Finding and Evaluating

B. Analyzing
   1. Matches to curriculum objectives
   2. Mismatches to current objectives
   3. Percent of objectives that need to be supplemented from outside these materials

4. Percent of existing matches that will require revision

5. Decide which set(s) of materials to adapt

C. Classifying

1. Use any logical classes of objectives to help you group them for analysis

2. List places in materials where each objective is addressed

3. Leave blanks where supplemental materials are needed

D. Fill in the gaps
   1. From other materials
   2. From created materials
   3. Teachers as resources
   4. Resource file

E. Reorganizing

1. Complete the list
2. Reorganize