

## COURSE SYLLABUS REVIEW AND VERIFICATION CHECKLIST FORM (CMET)

<b>GENERAL INSTRUCTIONS:</b>
1. Accomplish completely all the required details.

<b>PROGRAM:</b>	
<b>COURSE CODE:</b>	<b>COURSE TITLE :</b>

NO.	ITEMS	VERIFIED	COMMENTS	REMARKS
1	Name of the Program			
2	Course Code			
3	Course Title			
4	Course Description			
5	Pre-Requisite and Co-Requisite			
6	Course Credit Units			
7	Number of Contact per Week/Instructional Hours per week			
8	Student Outcomes (SO) Addressed by the Course			
9	Entry Requirements			
10	Recommended Textbook, references and Web sites			
11	Competence – CHED’s Code			
12	KUP – CHED’s Code			
13	KUP addressed by the Course Outcomes or the Intended Learning Outcomes			
14	Course Outcomes – Number of aligned Course Outcomes to Program Outcomes			
15	Course Specifications are aligned to CHED Standards			
16	Intended Learning Outcomes (ILOs) – Number of ILOs aligned with Course Outcomes			
17	Topics are aligned with Intended Learning Outcomes			
18	Teaching Learning Aids are aligned with ILOs			
19	Teaching Learning Aids describe Teachers & Learners Activities			
20	Teaching Methods are Learners Centered			
21	Assessment Methods are aligned with ILOs			
22	Exercises are present			
23	Assessments Rubrics are present			

<b>REVIEWED AND VERIFIED BY / DATE</b>	<b>APPROVED BY / DATE</b>	
XXXX PROGRAM CHAIR	XXXX DEAN	Page 1 of 2

24	Authentic/Task-based Assessment is present			
25	Assessment Plan			
26	Course Notes on Grading System			
27	Course Notes on “Declaration of NO Classes” due to Public Holidays, weather conditions or any other reasons due to safety and security incidents			
29	Indicative time (Minutes) allocation per major topic			

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