DESIGN SPECIFICATIONS CHECKLIST

1. Instructional Objectives
   • Are the objectives stated?
   • Are they well written?
   • Do they clearly state what learners will be able to do?
   • Are they worthwhile? Does one or more deal with skills beyond the fact level?
   • Can learners already do them?
   • Is the number of objectives appropriate?

2. Activity Sequence
   • Are pre-instructional activities included for each objective?
   • Is information and examples provided for each objective?
   • Is written or performance practice provided for each objective?
   • Is oral practice or review provided for each objective?
   • Is feedback given on each practice exercise?
   • Is there a pretest and posttest? Are both needed?

3. Sample Student Text (1 objective)
   • Are students given the information they need to attain the objective?
   • Is it clear and to the point?
   • Is appropriate introductory information provided?
   • Is there extra content (in addition to the basic information) not directly related to the objectives?
   • Is the extra content worthwhile?

4. Instructor information (Instructor Guide Sample, 1 objective)
   • Is the lesson sequence formatted so that it is easy to follow?
   • Is the instructor clearly told what to do throughout the lesson sequence?
   • Can the instructor use the program easily by following the Instructor Guide?

5. Sample Assessment Items (1 objective)
   • Is a sample item provided for each objective?
   • Do the test items directly reflect the objectives?
   • Are they well written?