**SIM Development Checklist**

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| **No.** | **ITEMS** | **CHECK** |
| **1** | **INTRODUCTION** |  |
| 1.1 | Use conversational language |  |
| 1.2 | Explain the importance of the topic |  |
| 1.3 | Gain the students attention (Use quotes, incidences, fun facts, case studies, etc) |  |
| 1.4 | Recall prior knowledge |  |
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| **2** | **LEARNING OUTCOMES** |  |
| 2.1 | Develop using Bloom’s Taxonomy |  |
| 2.2 | The learning outcomes must reflect the programme level |  |
| 2.3 | Recommended number of Learning Outcomes is between 4 - 8 |  |
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| **3** | **BODY OF CONTENT** |  |
| 3.1 | Must reflect the Learning Outcomes |  |
| 3.2 | Use conversational language |  |
| 3.3 | Instruction and description given to students must be clear |  |
| 3.4 | Must be original |  |
| 3.5 | Must have the right depth |  |
| 3.6 | Must be current |  |
| 3.7 | Must be accurate |  |
| 3.8 | Provide examples to reinforce knowledge |  |
| 3.9 | Provide Self-Check questions, tips and LMS discussion questions |  |
| 3.10 | Provide Activities |  |
| 3.11 | Provide links to external content (videos, notes, etc) if they add value to the topic |  |
| 3.12 | Images, figures, tables must be numbered accordingly and cited (if taken from external sources) |  |
| 3.13 | Content taken from OER must be cited below the text |  |
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| **4** | **SUMMARY** |  |
| 4.1 | Highlight the important sections in the topic |  |
| 4.2 | Highlight the learning outcomes  |  |
| 4.3 | Prompt students to complete the assessments and post questions in the LMS discussion forum if they have questions. |  |
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| **5** | **SELF-EVALUATING ASSESSMENT** |  |
| 5.1 | Must reflect the body of content and Learning Outcomes |  |
| 5.2 | Provide around 10 – 20 MCQs questions |  |
| 5.3 | Provide around 3 – 5 Short Answer Questions |  |
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| **6** | **REFERENCES** |  |
| 6.1 | Content taken from external sites must be cited here |  |
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