Suitability Assessment of Print Teaching Materials for Use in WNEP
Check all that apply.

CONTENT
___ Topic is not suitably covered by other materials in the WNEP data base
___ Topic is within content areas for WNEP (i.e., dietary quality, food resource management, food safety and food security, and within WNEP teaching guidelines on handling requests for medical nutrition therapy, see [http://www.uwex.edu/ces/wnep/teach/index.cfm](http://www.uwex.edu/ces/wnep/teach/index.cfm))
___ Information is accurate and research-based consistent with current Dietary Guidelines
___ Purpose is identifiable and relevant to learners’ needs
___ Title explains or introduces content
___ Behavioral outcomes are emphasized
___ Scope is limited to what can be learned (1 to 3 concepts that are most relevant to the purpose)
___ Content reflects audience in logic, language, experience, gender, age and culture

LEARNING STIMULATION, MOTIVATION
___ Tone and style invite learner interaction with the content (e.g., checklist of possible practices, reflective questions)
___ Small, doable and affordable behavior changes encouraged

GRAPHICS, ILLUSTRATIONS
___ Simple, appropriate illustrations are used
___ Pictures/graphics are attractive and relevant, and positioned close to the concepts they illustrate
___ Charts, graphs or tables are well explained
___ If racial/ethnic subgroups are depicted, they are positive rather than stereotypical
___ Graphics or pictures are in the public domain or indicate that they are reproduced with permission

READABILITY
___ Conversational style/active voice are used
___ Common words used, vocabulary is consistent
___ Headings and subheadings explain the text and divide it into meaningful “chunks”
___ Reading grade level is 8th grade or below (simple, familiar language and short, uncomplicated sentences)

LAYOUT AND TYPOGRAPHY
___ Layout aids the reader (adequate white space, high contrast type, 30-50 characters/line)
___ Typographic cues (bullets, bolding, larger-sized letters) are used, but not overused
___ Type size and font are appropriate (at least 12 point, familiar rather than stylized lettering)

CONSISTENT WITH UWEX AND FSNE/WNEP GUIDELINES
___ Material includes appropriate UWEX “required statements”, ie, EEO/ADA (see Graphics Identity manual at [http://www.uwex.edu/topics/publications/](http://www.uwex.edu/topics/publications/))
___ UWEX and other logos conform with the sponsor’s graphic standards and approval requirements
___ Credit to FSNE if applicable (see [http://www.uwex.edu/ces/wnep/teach/fsgdlns.cfm](http://www.uwex.edu/ces/wnep/teach/fsgdlns.cfm))
___ Source of information and permission to reproduce are stated, if applicable
___ Brand names are limited to those that are necessary for clarity without promotion or obvious bias
___ If included, recipes support and reinforce key concepts of the material (within WNEP teaching guidelines for recipes, see [http://www.uwex.edu/ces/wnep/teach/index.cfm](http://www.uwex.edu/ces/wnep/teach/index.cfm))