

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>)
- 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/>)
- 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>)
- 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>)