A Decision Tree for MCU Course Developers and Faculty

This decision tree is intended to assist faculty members and course developers in selecting readings from books or selecting articles for use in MCU courses. It is a series of suggestions and is not MCU policy.

1. Is an appropriate reading available in books the school already owns and distributes to students? If so, USE IT.

2. Is the best reading for a course in a book that the school should purchase in bulk and distribute to students? Confer and justify with Chain of Command. Suggested justification:
   a. Instructor will use 10% or more of the book.
   b. Instructor will use the book for at least three years.
   c. The book is in print and reasonably priced.

   If the answer is yes, REQUEST PURCHASE OF APPROPRIATE NUMBER OF COPIES OF THE BOOK.

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4. Is there appropriate material in:
   a. Leatherneck http://www.leatherneck.com/
   b. Marine Corps Gazette http://www.mca-marines.org/gazette
   e. The Washington Institute www.washingtoninstitute.org?

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8. If there will be a charge that can be paid through the Copyright Clearance Center (the MCU Copyright Clerk will tell you this) forward the information on charges to your school’s Copyright Control Manager for approval to purchase.