APPENDIX F
Online Observation Evaluation Form

Instructor:______________________________________________________________

Classroom Visitor:_______________________________________________________

Course Title & Number:__________________________________________________________

Date of Observation:_____________________________________________________

Rating Scale
E  Excellent
G  Good
S  Satisfactory
U  Unsatisfactory
NO  Not observed
NA  Not applicable

INSTRUCTIONAL PROCEDURES……………………………………………………

_____ Evidence of Planning

_____ Demonstrates knowledge/mastery of subject area

_____ Communicates clearly the objectives, guidelines, course navigation and expectations of the class and its discussions

_____ Uses a variety of appropriate techniques, materials, examples and technology

_____ Skillfully facilitates student-student and student-instructor communication within:

    _____ Discussions
    _____ Synchronous Activities
    _____ Asynchronous Activities

_____ Has challenging and appropriate expectations for students

_____ Establishes positive community of learning

_____ Instructor uses/implemented (a) standard method(s) to assess the effectiveness of every lesson.

_____ Utilizes active learning strategies

E = Excellent  G = Good  S = Satisfactory  U = Unsatisfactory  NO = Not observed  NA = Not applicable
FACULTY-STUDENT INTERACTION SKILLS…………………………………………………

_____ Establish and maintain presence throughout the course

_____ Create announcements to explain and clarify course expectations

_____ Provide opportunities for student feedback, practice, or learning reinforcement

_____ Summarize the unit, connecting unit to course goals/competencies and foreshadowing what will come next in the unit

_____ Demonstrates respect between student-student and student-instructor

_____ Offers a variety of opportunity for regular interaction through the discussion forums and group projects

_____ Peer-to-peer interaction indicates engaged and active learning

_____ Respond to student questions in a timely fashion

PERSONAL CHARACTERISTICS………………………………………………………………

_____ Establish a positive community of learning

_____ Solicit feedback from the students for the purpose of continuous improvement

_____ Convey enthusiasm and a positive tone in written and audio correspondences

_____ Maintains composure in difficult discussions

PROFESSIONALISM…………………………………………………………………………

_____ Demonstrates enthusiasm for teaching

_____ Shows evidence of continued professional growth

OVERALL EVALUATION/COMMENTS………………………………………………………

_____ Exceptional

_____ Good

_____ Satisfactory

_____ Unsatisfactory