

OBSERVATION OF ONLINE TEACHING EFFECTIVENESS

Instructions: Conduct observation. Complete this form. Share results of observation with the instructor. File this completed form with appropriate Dean's office.

Instructor	Course	Semester/Year
Instructor Is <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Instructor is Quality Matters (QM) certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course is Quality Matters (QM) certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor was informed in advance of the timing of this observation: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Observer Name		Observation Date
What did the instructor do well in teaching the class?		
What specific things do you believe might be done to improve the instructor's teaching?		
Additional Comments		

Observation of Online Teaching Effectiveness

Criteria	Evaluation
<p><i>A "Getting Started" module is present and has clear instructions on how to get started in the class and where to find all necessary course components.</i></p>	<p> <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </p>
<p>Comments and examples to support rating</p>	
<p><i>Course is structured in a well-organized coherent, logically sequence way and is easy to navigate.</i></p>	<p> <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </p>
<p>Comments and examples to support rating</p>	
<p><i>Instructor introduction is available by video, discussion post or other method.</i></p>	<p> <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </p>
<p>Comments and examples to support rating</p>	
<p><i>Demonstrates teaching that promotes student learning by using effective techniques and activities.</i></p>	<p> <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </p>
<p>Comments and examples to support rating</p>	

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<i>Demonstrates delivery of content in ways that promote student learning.</i>	<input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Comments and examples to support rating	
<i>Instructor demonstrates content expertise.</i>	<input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Comments and examples to support rating	
<i>Course content is current, relevant, and based in sound pedagogy/theory/practice.</i>	<input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Comments and examples to support rating	
<i>Instructor demonstrates student to student, and student to instructor communication and engagement through use of announcements, discussions, chat, conferences, synchronous presentations, etc.</i>	<input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Comments and examples to support rating	

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Please complete the following:		
<i>Syllabus is available and up to date to include any additional software that is needed for the course</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>College resources/links are provided, such as DRC, Tutoring, Counseling, Library, etc.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Information is provided about the accessibility of all technologies required in the course</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>The course grading policy and due dates are clearly stated</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Instructor identifies grading and feedback policy, reflecting timely input and grading</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Netiquette expectations with regard to online learning are clearly stated</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Instructor provides contact methods</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments and Discussion		
Instructor's Comments		
Signatures		
Instructor's Signature indicating that the instructor has read this observation	I have read this observation <input type="checkbox"/> Yes	Date
Observer's Name		
Observer's Signature	I did this observation on the date listed at the top of the form <input type="checkbox"/> Yes.	Date

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If needed, please use this page for additional comments.		
Instructor	Course	Semester/Year
Observer Name	Observation Date	
Additional Comments		