***Classroom Observation Form for Online Teaching Faculty***

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| **Evaluatee:** First, Last Name | **Course/Section Observed:** Click here | **# Students Registered:** # |
| **Evaluator:** First, Last Name | **Date/Time:** \_\_\_/\_\_/\_\_\_\_ | **# Students Present:** \_#\_ |

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below.

Please include comments in the column on the right. Attach additional comments as necessary.

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| --- | --- | --- | --- | --- | --- |
| **5** | **4** | **3** | **2** | **1** | **NA** |
| **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** | **Not Applicable** |

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|  | **Rating** | **Comments** |
| **1. Objectives:** At an appropriate location in the unit module, the professor made a clear statement of the learning objective(s) for the unit/module/session/lesson connected to the Student Learning Outcomes of the course. | Select Rating... | Click here to enter text. |
| **2.** **Preparation:** The professor provided students with online access to all necessary materials for the lesson or assignment, appropriate to the contact hours of the period observed. | Select Rating... | Click here to enter text. |
| **3.** **Organization**: The professor presented the material in an organized manner and provided clear and consistent guidance about access to and navigation of course content related to the 7-day evaluation period. | Select Rating... | Click here to enter text. |
| **4.** **Clarity**: The professor presented instructional material clearly. | Select Rating... | Click here to enter text. |
| **5. Expertise:** The professor displayed expertise in the subject. | Select Rating... | Click here to enter text. |
| **6. Class Level:** The professor presented material at a level appropriate to the course. | Select Rating... | Click here to enter text. |
| **7. Teaching methods:** The professor provided instruction in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process. When appropriate, the professor combined methods and modalities of instruction (such as text, audio, video, images and/or graphics etc.). | Select Rating... | Click here to enter text. |
| **8. Controversial material:**  When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views. | Select Rating... | Click here to enter text. |
| **9. Comprehension/Interaction:** The professor provided regular instructor-initiated substantive interaction and instruction (appropriate to the units offered for the course) including periodically checking student interaction and understanding, and modifying teaching strategies as necessary. | Select Rating... | Click here to enter text. |
| **10. Responsiveness:** The professor was attentive to student questions and/or comments and provided clear explanation and examples. | Select Rating... | Click here to enter text. |
| **11. Online Class Management:** The professor demonstrated appropriate technical skills necessary for managing an online class, including making all materials accessible in compliance with regulations, and created a structure that encourages student/student and student/faculty interaction. | Select Rating... | Click here to enter text. |

***Non-Classroom Observations***

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|  | **Rating** | **Comments** |
| **13. Course Outline:** The professor’s syllabus conforms to the existing course outline of record. | Select Rating... | Click here to enter text. |
| **14. Syllabus:** The professor’s syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information. | Select Rating... | Click here to enter text. |
| **15. Evaluation Process:** The professor participated in the evaluation process in a professional and timely manner. | Select Rating... | Click here to enter text. |
| **16. Professional Obligations:** The professor meets professional obligations outside of class (submits rosters and grades on time, etc.) | Select Rating... | Click here to enter text. |