***Classroom Observation Form for On-Line Teaching Faculty***

|  |  |  |
| --- | --- | --- |
| **Evaluatee:** \_ | **Course/Section Observed:** \_ | **# Students Registered:** \_ |
| **Evaluator:** \_ | **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.

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

|  |  |  |
| --- | --- | --- |
|  | **Rating, 1-5 or NA** | **Comments** |
| **1. Objectives:**  The professor made a clear statement of the objectives of the lesson or assignment connected to the student learning outcomes of the course. | \_ | \_ |
| **2.** **Preparation:** The professor waswellprepared with necessary materials for the lesson or assignment. | \_ | \_ |
| **3.** **Organization**: The professor presented the material in an organized manner. | \_ | \_ |
| **4.** **Clarity**: The professor presented instructional material clearly. | \_ | \_ |
| **5. Expertise:** The professor displayed expertise in the subject. | \_ | \_ |
| **6. Class Level:** The professor presented material at a level appropriate to the course. | \_ | \_ |
| **7. Learning Styles**: When appropriate, the professor combined methods of instruction (visual, auditory, etc.) to accommodate various student learning styles. | \_ | \_ |
| **8. Respect**: The professor treated all students respectfully. | \_ | \_ |

|  |  |  |
| --- | --- | --- |
|  | **Rating, 1-5 or NA** | **Comments** |
| **9. Controversial Material:**  When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views. | \_ | \_ |
| **10. Comprehension**: The professor periodically assessed student learning and modified teaching strategies as necessary to increase effectiveness in achieving learning outcomes. | \_ | \_ |
| **11. Responsiveness:** The professor was attentive to student questions and comments and provided clear explanations and examples. | \_ | \_ |
| **12. On-Line Class Management**: The professor demonstrated appropriate technical skills necessary for managing an on-line class. | \_ | \_ |

***Non-Classroom Observations***

|  |  |  |
| --- | --- | --- |
|  | **Rating, 1-5 or NA** | **Comments** |
| **13. Course Outline:** The professor’s syllabus conforms to the existing course outline of record. | \_ | \_ |
| **14. Syllabus:** The professor’s syllabus includes a description of course content, contact information, office hours if applicable, student learning outcomes, the means by which students will be evaluated, grading standards, and other relevant information. | \_ | \_ |
| **15. Evaluation Process:** The professor participated in the evaluation process in a professional and timely manner. | \_ | \_ |
| **16. Professional Obligations:**  The professor meets professional obligations outside of class (e.g. submits rosters and grades on time, participates in dialogue about student learning outcomes assessment results, etc.). | \_ | \_ |