



Online Faculty Observation

(Completed by Lead, Dean/Director or Administration)

Instructor:

Date:

Course:

Section:

Evaluator:

of Students present:

Directions

For each item, indicate if the action was N, 1, 2, or 3.

N – Not present or Observed, 1 – Unacceptable, 2 – Acceptable, 3 – Exemplary

Course Knowledge, Objectives & Structure

1. The course includes Welcome and Getting Started content.
 - Start Here module includes a welcome announcement; area is either deleted or generic verbiage changed _____
2. An orientation or overview is provided for the course overall, as well as in each module. Students know how to navigate and what tasks are due. _____
 - Provide overview of the course and all 3rd party resources used in the course. For example, directions on how to successfully access and navigate my math lab or ITL content _____
3. The course includes a Course Information area that deconstructs the syllabus for learners in a clear and navigable way. _____
 - Student assignment checklists; include indicators of Absorb Do Connect, all items listed with due dates _____
4. Appropriate methods and devices for accessing and participating in the course are communicated (mobile, publisher websites, secure content, pop-ups, browser issue, microphone, webcam). _____
 - Included in syllabus or Start Here Module _____
5. Course objectives/outcomes are clearly defined, measurable, and aligned with student learning activities and assessments. _____
 - Course objectives and outcomes are found in the Start Here Module as a part of the syllabus. _____
6. The course provides contact information for the instructor, department, and program. _____
 - Start Here Module – Syllabus _____

Comments:

Instructor Comments:

Design and Layout

- 1. A logical, consistent, and uncluttered layout is established. _____
 - Content organized in modules, each module has a date provided.

- 2. The course is easy to navigate (consistent color scheme and icon layout, related content organized together, self-evident titles). _____

- 3. Large blocks of information are divided into manageable sections with ample white space around and between the blocks. _____
 - Follow recognized standards for design (See ITAS)

- 4. Instructions are provided and well written. _____
 - Each module has an assignment checklist

- 5. Course is free of grammatical and spelling errors. _____
 - Spell and grammar check

Comments:

Instructor Comments:

Estimated Time Needed for Revision

- 1. Course offers access to a variety of engaging resources that facilitate communication and collaboration, deliver content, and support student learning and engagement. _____

- 2. Course materials and resources include copyright and licensing status, clearly stating permission to share where applicable. _____

- 3. Expectations for timely and regular feedback from the instructor are clearly stated (questions, email, assignments). _____
 - 24 Hour turn around for instructor responses.

- 4. Expectations for interaction are clearly stated (netiquette, grade weighting, models/examples, and timing and frequency of contributions). _____

- Provide clear instructions and expectations on all course material
5. Students have an opportunity to get to know the instructor. _____
 - Instructor welcome document located in Start Here module
 6. Course offers opportunities for student to student interaction and constructive collaboration. _____
 7. Course grading policies, including consequences of late submissions, are clearly stated in the course information area or syllabus. _____
 8. Course includes frequent and appropriate methods to assess students' mastery of content. _____
 - Avoid only mid-term and final exams for assessment
 9. Criteria for the assessment of a graded assignment are clearly articulated (rubrics, exemplary work). _____
 - Explain to the students how to achieve an "A" for every activity
 10. Students have easy access to a well-designed and up-to-date grade book. _____
 - Grade assignments in a timely manner. Set grade center up chronologically

Comments:

Instructor Comments:

**Observer
Signature:** _____

**Instructor
Signature:** _____

** The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor has read this form*

_____ **Date of Copy to Faculty Member**