**FACULTY ONLINE TEACHING OBSERVATION**

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| **INSTRUCTOR:** |  | **SEMESTER/YEAR:** |  |

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| **FULL-TIME** | **PART-TIME** |

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| **COURSE AND SECTION NUMBER:** |  |

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| **COURSE TITLE:** |  |

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| **OBSERVER’S NAME:** |  | **TITLE:** |  |

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| **DATE OF OBSERVATION:** |  | **LENGTH OF VISIT:** |  | **# OF STUDENTS:** |  |

**DIRECTIONS: The Observer will use the Faculty Online Observation Rubric when evaluating the Instructor. Every category must contain specific comments and/or examples to quantify the observer’s rating and suggestions for improvement when applicable. The observation rubric gives concise, descriptive prompts (placed within parentheses); however, the observer’s comments are not just limited to those descriptors. Mark the observation scale in the relevant area.**

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| **REVIEWED LESSON AND RELEVANCE TO SYLLABUS/COURSE OUTLINE:** |
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| **SYSTEM COMPONENTS BEING USED:** | | | |
| **Announcements** | **Discussion Board** | **Resources** | |
| **Assignments** | **Documents** | **Other:** | |
| **Calendar** | **Grades** |  |  |
| **Chatroom** | **Grouping** |  | |
| **Collaborate** |  |  | |

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| **INSTRUCTIONAL TECHNIQUES BEING USED:** | | |
| **Audio/Visual** | **Interactive Activity** | **Small Group Activities** |
| **Class Discussion** | **Internet** | **Web-Enhanced** |
| **Hybrid** | **Lecture** |  |
| **Individual Student Assistance** | **Online** |  |

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| **GOALS & OBJECTIVES:**  (Clearly written; relevant to larger goals; connected to other planned activities) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **Instructor’s Name:** |  | **Course:** |  |

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| **ORGANIZATION OF LESSON PLAN:**  (Organized progression from each activity to the next) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **RESPONSE TIME:**  (Punctuality responding to student queries, discussions, and grade postings) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **COURSE MANAGEMENT:**  (Structure of course content) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **PRESENTATION & DELIVERY:**  (Uses wide variety of current & appropriate media, materials and research) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **Instructor’s Name:** |  | **Course:** |  |

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| **STUDENT INVOLVEMENT:**  (Evidence of active engagement and participation by students) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **RAPPORT:**  (Evidence of mutual respect and professionalism) | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** |
| **Comments:** | |

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| **Instructor’s Name:** |  | **Course:** |  |

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| **SUMMARY OF OBSERVATION**  **OVERALL CLASS OBSERVATION RATING:** | | **Exceeds Expectations**  **Meets Expectations**  **Below Expectations**  **N/A or N/O** | |
| **Observer’s Comments:** | | | |
| **Observer’s Signature:** |  | **Date:** |  |
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| **Instructor’s Comments:** | | | |
| **Instructor’s Signature:** |  | **Date:** |  |
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| **Division Chair’s Comments:** | | | |
| **Division Chair’s Signature:** |  | **Date:** |  |
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| **Dean’s Comments:** | | | |
| **Dean’s Signature:** |  | **Date:** |  |
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**Faculty Online Teaching Observation Rubric**

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| **Rating**  **Scale**  **Areas**  **Being**  **Evaluated** | **Exceeds**  **Expectations** | **Meets**  **Expectations** | **Below**  **Expectations** |
| **Goals**  **&**  **Objectives** | Instructor clearly presents and refers to the goals and objectives and how they support the learning outcome(s) for the chapters, units, and modules. | Instructor’s goals are sufficiently clear and adhere to course objectives. | Instructor’s presentation and reference to goals and objectives are very weak to non-existent. |
| **Organization**  **of**  **Lesson Plan** | Instructor’s lesson is very well organized and builds the lesson utilizing previous online lessons to enhance students’ learning of the materials. | Instructor’s lesson is prepared and follows course outlines and provides learning opportunities. | Instructor has a lesson prepared but it does not support course objectives. |
| **Response Time** | Instructor’s response times and grade postings exceed established standards which is optimal for online learning. | Instructor’s response times and grade postings meet established standards to facilitate student learning and progress. | Instructor’s response times and grade postings do not meet established standards and/or does not facilitate student learning. |
| **Course Management** | Course site is very well structured; content is well organized, cohesive, logical, and relevant. The instructor frequently updates and actively searches for ways to improve the online course. | Course site is clear, direct, and relevant. The instructor updates and maintains course currency. | Course site is very confusing, not relevant, and disorganized. The instructor fails to update or maintain course currency. |
| **Presentation**  **&**  **Delivery** | The instructor uses a wide variety of current and appropriate media, materials and research to fully support student learning and meets ADA standards. | The instructor uses limited media and materials that are appropriate to support student learning and meets ADA standards. | Instructor has no variety, or demonstrates inappropriate use of media and materials, and does not meet ADA standards. |
| **Student**  **Involvement** | Instructor challenges the students by providing opportunities for student interaction and collaboration through questions, discussion, and/or group assignments. | Instructor plans and provides for student involvement and collaboration through questions, class activities, discussions, and/or group assignments. | Instructor provides limited or no opportunities for students to become involved through questions, collaborations, discussion, and/or group assignments. |
| **Rapport** | Instructor connects and interacts well with students, provides clear explanations and demonstrates a strong atmosphere of learning, mutual respect, and professionalism. | Instructor connects and interacts with students, provides sufficient explanations and demonstrates a comfortable learning atmosphere. | Instructor does not interact well with students, provides minimal feedback and demonstrates a lack of respect towards students. |