

Teaching Observation -Online Courses

Observer's Name:	
Course Number:	
Course Name:	
Instructor's Name:	
Term:	

Item #			Strong	Satisfactory	Needs Improvement	Comments / Suggestions
TEACHING OBSERVATION – Basics						
1	Course Navigation	Navigation is logical and intuitive				
2	Professionalism	Course site is free of typographical, grammatical, and other errors				
3	Staff Information	Includes contact information, office hours, a short professional biography & photo or video of faculty member.				
4	Welcome	Welcome/course tour is present.				
5	Announcements	Instructor explains what needs to be done each week or summarizes what has been done (or offers other pertinent information)				
CONTENT						
6	Syllabus	Syllabus includes required elements.				
7	Course Units	Each module/unit clearly states important assignments and when they're due				
COURSE ACTIVITIES						
8	Assignments	Assignments have clear directions and expectations provided				
9		A "Getting to Know You" activity is provided at the beginning of the semester in which students can introduce themselves to one another and to the instructor				
10		A graded assignment, beyond the introduction post, exists within the first two weeks of class				
11		Discussion boards/prompts are used to highlight key topics, terms, and concepts to facilitate learning				
12	Instructor Presence	Instructors participate in discussions during the week, either directly with their own posts and/or indirectly by referencing a discussion point				

Peer Teaching Observation – Online Courses

13		Instructor's engagement stimulates discussion and exploration; it encourages different points of view and prompts students with follow-up questions or comments				
14		Instructor responds to student questions in a timely manner				
15		A forum exists for asking questions about the assignments and other issues				
ASSESSMENT						
16	Grading/Feedback	Grading rubrics are available to students for all major assignments. Meaningful feedback allows students to learn from their mistakes.				
17	Assessment of Course by Students	Students are given opportunities to provide feedback to the instructor about the course, within the course itself				

OBSERVER:

Overall impressions and/or recommendations beyond those listed above.

Final observations.

Peer Teaching Observation – Online Courses

A handwritten signature in black ink that reads "Shala Mills". The signature is written in a cursive style with a large initial 'S'.

Date of review: _____

Peer Teaching Observation – Online Courses

Instructor Comments: