

Appendix B

JUAC ONLINE CLASSROOM OBSERVATION FORM

Instructor: _____
Course: _____
of Students in Course: _____
Evaluator: _____

Date: _____
Section: _____
Unit: _____
Title: _____

Instructions

For each statement, rate the performance as “Agree”, “Disagree” or “Not Applicable” by placing a check in the appropriate box to the right. The unit observed must be one where due dates have passed and engagement has occurred.

<u>Course Content, Objectives and Structure</u>	Agree	Disagree	NA
1. Purpose of the unit was clearly identified for students.			
2. Content was arranged and presented in a systematic and organized fashion based on the course objectives stated in the syllabus.			
3. Appropriately used curricular materials including a variety of instructional materials (e.g., charts, graphs, presentations, videos).			
4. Encouraged critical thinking.			
5. Provided course announcements that reinforced course content.			
6. Demonstrated integration of theory and practice.			

Comments: _____

<u>Facilitate Instructor Engagement</u>	Agree	Disagree	NA
1. Used language appropriate to course, neither too formal nor too casual.			
2. Included a variety of instructional strategies, and when available, adheres to college and departmental written policy.			
3. Unit was interactive.			
4. Demonstrated enthusiasm for subject matter.			
5. Demonstrated written communication skills (i.e., clarity, spelling, grammar) and an overall professional and respectful tone with students.			

Comments: _____

Instructor's Teaching Methods	Agree	Disagree	NA
1. Used a variety of teaching methods.			
2. Shared appropriate examples to clarify difficult ideas.			
3. Responded appropriately to questions and information requests in a timely manner.			
4. Created appropriate welcoming online classroom environment.			
5. Provided timely, comprehensive, and individualized feedback regarding assignments, quizzes, and grades.			
6. Demonstrated effective classroom management including conflict resolution proactively addressing potential issues, providing clarification and guidance when needed.			
7. +Monitored student understanding of course materials through active engagement in unit (i.e. discussion board participation, announcement postings, unit summaries).			

Comments: _____

Professionalism	Agree	Disagree	NA
1. Demonstrated command of subject matter.			
2. Modeled professional and ethical behavior.			
3. Demonstrated good rapport with students.			

Comments: _____

ONLINE CLASSROOM OBSERVATION SUMMARY

Strengths: _____

Opportunities for Improvement: _____

Evaluator: _____ Date: _____

Instructor: _____ Date: _____

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.

Comments of Instructor: _____

Distribution after all signatures

Adjunct Faculty: Return original and one copy to Department Chair; keep one copy for instructor's files.