Online Observation Instructional Appraisal Form *Note: It may not be possible to demonstrate*

*all of these behaviors in one session*

Class: Faculty: Date: Dean:

|  |  |  |
| --- | --- | --- |
| **Student Engagement**  | Observed  | Comments/Evidence |
| There is evidence of academic rigor. |  |  |
| There is evidence of discussion.  |  |  |
| There is evidence of individual and group assignments (student to instructor interaction and student to student interaction). |  |  |
| Questions are responded to appropriately/in a timely manner. |  |  |
| There are clearly stated guidelines regarding class participation and communication in the classroom (expectations, netiquette, etc.) |  |  |
| There is appropriate application to the real world. |  |  |
| Learning is monitored and instruction is adjusted. |  |  |
| **Overall Organization**  |  |  |
| Lesson objectives are made clear to the students. |  |  |
| Course layout is easy to navigate and consistent throughout the course. |  |  |
| Instructor uses multiple methods of assessment (discussion, assignments, quizzing, projects, papers) |  |  |
| Class organized for student success. |  |  |
| **Communication and Presentation**  |  |  |
| Expectations for response time (grading, feedback, email) are present.  |  |  |
| Instructor is engaged and present in course, including discussion. |  |  |
| Instructor uses the tools to provide timely feedback (assignment dropbox, quizzes, gradebook). |  |  |
| Instructor uses announcements on home page to facilitate student learning and engagement.  |  |  |

**Student feedback** (surveys, instructor provided, etc.):

**Syllabus reviewed and checklist completed.** Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

**Semester Course Assessment completed.** Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

**Year-End Program Assessment completed** (NA for Liberal Arts/adjuncts) Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

**Professional Development Form** Yes \_\_\_\_\_ No \_\_\_\_\_ NA

UFT only: 1) provide report of activity on old plan and 2) provide new plan.

**Additional Comments from Dean (notes from faculty conference):**

**Faculty Response:**

Faculty: Dean:

(signature) (signature)

Date: Date: