

**IMPERIAL VALLEY COLLEGE
ONLINE COURSE OBSERVATION FORM**

Faculty Member: _____ Semester: _____

Date of Observation: _____ Evaluator: _____

Directions: Throughout this form, comments are required and should detail specific observations. Leave areas blank and make a note when no basis for evaluation has been provided during the classroom observation.

Course Number and Name: _____

Week/Module/Unit Observed: _____

One week or module/unit of the course will be observed. Faculty is encouraged to provide any other information that will help the evaluator complete the observation form (e.g. course orientation, extra support resources, etc.)

Comments: _____

Directions: For each of the following sections, a numerical score should be identified using the following scale:

- | | | | |
|---|--|---|-----------------------------------|
| 5 | <i>Exceptional, Exceeds Expectations</i> | 2 | <i>Competent</i> |
| 4 | <i>Very Effective</i> | 1 | <i>Marginal or Unsatisfactory</i> |
| 3 | <i>Above Average</i> | 0 | <i>Not Applicable</i> |

1. Organization and Preparation for Teaching:

A. Goals (Clearly Stated or Written; relevant to larger goals; connected to other planned activities)

No apparent goal for the week/module/unit	0	1
Some recognizable goals detected	2	3
Clearly defined goals	4	5

Comments:

B. Organization of Lesson (Content is presented in manageable segments; content is easily navigated and flows in a logical progression.)

No evidence of prior organization	0	1
Evidence of some organization	2	3
Creative and clear organization	4	5

Comments:

C. Use of LMS Tools (Appropriate tools are used to enhance content discussions, quizzes, NetTutor, etc.)

Lack of varied tools used	0	1
Some tools are used	2	3
Variety of tools appropriately used	4	5

Comments:

D. Organization of Written Materials (Written documentation and materials support instruction)
The Evaluator must have access to a full week of instruction, which at minimum includes an introduction to the week, an assignment, an examination or quiz, a discussion, and the course syllabus.

Unclear, confusing, critical information missing	0	1
Discernible organization, informative	2	3
Extremely well organized, very informative	4	5

Comments:

2. Teaching Effectiveness:

A. Subject Matter Expertise (Faculty member's demonstrated knowledge of the material being presented)

Lack of expertise in the subject area in presenting and explaining content	0	1
Adequate expertise in the subject area through instructor prepared lecture materials and/or introduction to content	2	3
Superior expertise in the subject area through instructor prepared lecture materials and/or introduction to content	4	5

Comments:

B. Teaching Skills and Strategies (Displays creative and appropriate techniques and strategies for conveying the material)

Techniques detract from accomplishing the class objectives	0	1
Techniques adequately support the class objectives	2	3
Techniques are creative and effective in meeting class objectives	4	5

Comments:

C. Communication and Rapport (Course demonstrates a sense of community with students and instructor)

The course does not allow students to ask questions, announcements are not used	0	1
The course allows students to ask questions in a place, announcements are sometimes used	2	3
The course allows students to ask questions in various places, announcements are regularly used	4	5

Comments:

3. Student Interaction:

A. Regular Effective Contact/Interaction (Evidence of faculty to student interaction through discussions, announcements, etc.)

Instructor does not provide adequate Regular Effective Contact	0	1
Instructor initiates minimal interaction with students	2	3
Instructor initiates interaction with students throughout the week of instruction	4	5

Comments:

B. Learning Environment (Creates an environment of student-to-student interaction)

Instructor does not develop a sense of community in the course; student-to-student interaction has not been integrated	0	1
Instructor provides occasional opportunities for student-to-student interaction	2	3
Instructor develops a strong sense of community in the course by providing opportunities for student-to-student interaction	4	5

Comments:

Evaluation Summary: Use Overall Score worksheet to determine the overall Score. Formula per Article 8.2.12 is (Total accumulated points earned divided by total possible points) = overall evaluation score.

Overall:			
100-90	Exceptional, Exceeds Expectations	55-40	Competent
89-70	Very Effective	39 or below	Marginal or Unsatisfactory
69-54	Above Average		

Evaluatee

Signature

Date

Evaluator

Signature

Date

Dean or Designee

Signature

Date

VP for Academic Services

Signature

Date

Date Form Completed: _____