

# Atlantic Cape Community College

## Report Template for Observation of Online Courses

**Name of Faculty Member:**

**Observer:**

**Course Title/Section Number:**

**Dates of Observation Period:**

**Number of Students Enrolled:**

**PLANNING:**

**Syllabus & Schedule of Assignments:**

**Objectives for Observation Period:**

**Assigned Homework:**

**ADA Compliance of Documents:**

**QUICK SUMMARY OF OBSERVATION:**

## **IMPLEMENTATION:**

*Course Design & Organization:* Is the course organized in a clear and consistent manner to create a positive learning environment in which students know where to go and what is expected of them?

*Communication:* Describe the faculty member's instructional demeanor and the overall atmosphere of the online course environment. Is the communication preference and strategy made clear to students? Do students appear comfortable interacting with the faculty member and/or one another? Do they appear comfortable asking questions and contributing ideas? Are all parties exhibiting respectful and inclusive non-verbal behavior? This may be observed through the inclusion of announcements, welcome communication(s), discussion boards, etc.

*Presentation of Content:* Is the content delivered in a cohesive and logical manner within the Blackboard course site? Are links and materials current and accessible? Is content appropriate to the intended audience of students? Are topics and activities relevant to the identified learning objectives for the observation period? Are they presented with sufficient detail? Does the faculty member differentiate instructional strategies to accommodate students with varying preferred learning styles?

*Faculty Engagement:* The faculty member engages/interacts within the online course environment? Is the faculty member responsive to student contributions so that he/she is able to advance the lesson(s)? Does the faculty member demonstrate sensitivity and respect in responding to students? In an online course, this may be observed within Blackboard discussions, announcements or other public communication methods. This does not include communications between instructor and student that are intended to be private (i.e., course messages, email, office hours, grading annotations or comments).

*Mastery of Knowledge:* Does the faculty member demonstrate expertise in the subject within the Blackboard course site? Does the faculty member exhibit an understanding of pedagogy? Is the faculty member able to use technology smoothly and effectively?

*Evaluation:* Does the faculty member use a variety of activities, assignments, and/or assessment techniques to evaluate student learning? Are the expectations of such activities, assignments, and/or assessments clear to students? Identify the activities, responses or outcomes utilized to indicate the objectives were attained.

*Additional Comments:*

**RESPONSE FROM FACULTY MEMBER:**

Signature of Observer:

Date:

Signature of Faculty Member:

Date:

Signature of Department Chair, Director, or Dean:

Date:

*Department Chairs and Directors should provide their Dean with a copy of the completed observation report*