

UNM – Los Alamos Online Classroom Observation Report

Faculty member _____

Division _____

Course name & number _____

Evaluator _____

Evaluation date _____

The purpose of this report is to provide feedback for the instructor and the division head on the instructional effectiveness for a specific on-line course. Rate the instructor and course qualities by checking the appropriate box for each item. **Anything other than a 3 must be explained in the comments section.**

Please note: it is recommended that the evaluator meet in person with the on-line instructor so that the instructor can walk through the course and highlight its features for the evaluator.

- 4 Exceeded UNM–LA expectations
Faculty member performed job requirements and demonstrated University Values with exceptional skill and knowledge. Faculty member clearly and consistently exceeded expectations in most areas of the job. Faculty member demonstrates exceptional creativity, enthusiasm, and flexibility and really connects with students.
- 3 Met UNM–LA standards of effective teaching
Faculty member consistently met job requirements and demonstrated University Values. Faculty work was fully effective, reliable, and of good quality.
- 2 Needs improvement
Faculty member did not consistently perform all requirements or demonstrate all University Values. Some improvement needed.
- 1 Unsatisfactory.
Faculty member work was consistently below the requirements of this position. Immediate action is needed.
- NA Does not apply to the course or to the specific class observed



Please note that there is a comment section at the end of the report for providing additional information.

Give a brief description of topic(s) covered by this course:

Criteria	4	3	2	1	NA
1. Evidence of early or pre-semester preparation (ex. Faculty member created and distributed an appropriate syllabus for this on-line course; sent a pre-class welcome e-mail to all students introducing him/herself and explaining the basic format of this on-line course; on-line content includes an introductory "tutorial" for explaining how an on-line course works and what to expect of the on-line format.)					
2. Syllabus is clearly posted and follows UNMLA standards for content.					
3. Student Learning Outcomes are appropriate to course and level, clearly stated (both for the course as a whole and for each unit/module within the course) and measurable.					
4. On-line course content is easy to navigate.					
5. On-line course provides mechanisms (ex. quizzes, homework, exams, or projects.) to check for student understanding of the material throughout the semester.					
6. On-line course content demonstrates that the faculty member has knowledge of topics covered (on-line content demonstrates knowledge of underpinnings of discipline and contains up-to-date information in the field, etc.).					
7. Online content is at appropriate level and consistent with Student Learning Objectives.					
8. Course content stimulates students' active thinking (ex. allows for question-asking, discussions, on-line exercises, team exercises, audio/visual), and multiple learning modalities (discussions, readings, visual and auditory presentations, kinesthetic activities if appropriate).					
9. On-line course offers supplemental material to the textbook to improve students' understanding or broaden/ update material.					
10. On-line content demonstrates relevance of course material to daily life, current events, careers, or other academic subjects.					
11. Mechanisms for getting support if problems arise (ex. WebCT, hardware, connectivity, or network problems) are available to students outside the WebCT environment.					
12. Course provides mechanisms for instructor-student communications. Course provides opportunities for faculty to interact with students individually (ex. Email, discussions, chat, etc.)					
13. Course provides mechanisms for student-student communication, and promotes a good climate for student collaboration and interactive learning (eg. Online discussion groups, chat room, threaded discussions, group projects, etc.)					

Total for Classroom Observation:

Total number of points received÷total number of applicable questions: _____

General Comments: (Use additional page if more space is needed)

Please check the appropriate box.

I have reviewed this report and do not need to discuss it with the observer/supervisor.	
I have reviewed this report and would like to discuss it with the observer/supervisor.	

Please check the appropriate box and sign below.

I agree that this evaluation will stand for the current academic year as well as the next academic year.	
I agree that this evaluation will to stand for this academic year only.	

Faculty Member's Signature

Date

Observer's Signature