

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 online 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 when possible, the evaluator meet with the online 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. Course Menu contains direct links to Syllabus and Schedule, Course Orientation, Course Content, Technical and Academic Support, and links for these communication tools: Announcement, Course Message, Discussion, Grade Center, and others as needed.					
2. Orientation area contains an instructor welcome and self-introduction, course syllabus and schedule, textbook information, course organization and navigation instructions, grading rubrics.					
3. Course content is organized in a clear and consistent format and is easy to navigate. Instructor-created content is present, such as summaries, study guides, video lectures, Power points, etc.					
4. Regular and substantive instructor-student interaction is provided by a variety of mechanisms such as grading feedback, announcements, course messages, discussions, chat.					
5. Student learning is assessed on a regular basis throughout the semester using a variety of activities such as homework, papers, quizzes, exams, projects, etc.					
6. Clear and detailed instructions including due dates are provided for course activities and assignments.					
7. Context of course topics is illustrated using real life situations.					
8. Student-Student interactions are facilitated by Introduce Yourself and Ask Questions discussion forums or equivalent activities for collaboration and interactive learning, such as discussions, group projects, peer review, etc.					
9. Instructor communication with students is professional, respectful, appropriate, and timely.					
10. Instructor demonstrates knowledge of topics covered, including conceptual and applied knowledge in the field and application of effective teaching strategies.					
11. Supplemental material to the textbook is provided to improve students' understanding or broaden/ update material.					

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.	
Your feedback on this evaluation process is appreciated. Check here if attached.	

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

Date