Observation of Online Instruction

The Observation of Instruction form is required and must be forwarded to the supervisor.

Instructor Observed:______________________________________________________________
(PLEASE PRINT)

Class Observed:_______________________________________________________________

COURSE SUBJECT                          NUMBER                               SECTION

Procedure:
1. Evaluator will be given a 1/2 hour tour of the online class by the instructor.
2. The evaluator will then be given 24 hour access to the online class.
3. The evaluator will conclude their evaluation.

The instructor has presented a syllabus and related materials that clearly stem from the course outline of record:

☐ YES  ☐ NO

Assignments and materials relate to objectives and content on the outline of record
Method of evaluation and grading standards relate to the outline of record

Date of Observation: ________________ Time of Observation: ________________

Evaluator:  ___________________________________________________________
(PLEASE PRINT)

I have read and received a copy of this observation of instruction.*

Signatures

____________________________  ______________________________
Instructor Observed  Evaluator

________________________
Date: ____________________

* The instructor being observed has the right to append a statement to this Observation of Instruction.
Online Instructional Observation Form

Divided into five short sections, including space for a narrative response at the end, this Instructional Observation Form provides a guide to the evaluator observing a colleague’s instruction. Note: In all sections, there is no minimum or maximum number of items that “should” be checked. Please check “N/A” where the item is not applicable to the type of instruction observed.

**PLEASE REVIEW THE ENTIRE FORM BEFORE OBSERVING INSTRUCTION.**

### I. Information Delivery

<table>
<thead>
<tr>
<th>What was the primary concept/process/skill/event presented during the observed unit/chapter?</th>
</tr>
</thead>
</table>

**NOTE:** NO MINIMUM OR MAXIMUM NUMBER OF ITEMS “SHOULD” BE CHECKED.

<table>
<thead>
<tr>
<th>The instructor—</th>
<th>OBSERVED</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>presented the lesson in an organized, logical manner.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

| related the lesson to what has come before and what will follow. | N/A | |

<table>
<thead>
<tr>
<th>The instructor—</th>
<th>OBSERVED</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>provided background information to create a basis or a context for understanding the primary concept/processes/skill/event presented in lesson observed.</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

| provided examples, definitions, explanations, of concepts/processes/skills/events. | N/A | |

Page 2 of 5
described/modelled strategies for questioning, predicting, verifying, inferring, interpreting, and/or reasoning.

- OBSERVED
- N/A

Other observations with respect to information delivery
(Note: see also Section V for additional specific instructional strategies.)

- Please describe:
- N/A

## II. Student-Faculty Interaction

**NOTE:** NO MINIMUM OR MAXIMUM NUMBER OF ITEMS “SHOULD” BE CHECKED.

**The instructor—**

- helped students apply/use new concepts/processes/skills.
  - OBSERVED
  - N/A

- encouraged student participation, questions, and feedback.
  - OBSERVED
  - N/A

- answered student questions in a timely manner.
  - OBSERVED
  - N/A

**The instructor—**

- when appropriate, encouraged student-to-student interaction.
  - OBSERVED
  - N/A

- provided individual attention/assistance to students.
  - OBSERVED
  - N/A
### III. Online Classroom Environment

**NOTE:** NO MINIMUM OR MAXIMUM NUMBER OF ITEMS “SHOULD” BE CHECKED.

**Students—**

<table>
<thead>
<tr>
<th></th>
<th>OBSERVED</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>participated in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>discussions.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>asked questions.</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>asked for assistance.</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Other observations</td>
<td>Please describe:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**IV. Additional Specific Instructional Strategies Observed**

Recognizing students’ diverse abilities and learning styles, the instructor integrated into instruction, when appropriate:

**NOTE:** NO MINIMUM OR MAXIMUM NUMBER OF ITEMS “SHOULD” BE CHECKED.

Please respond only to items relevant to the instruction observed.

<table>
<thead>
<tr>
<th>Strategies observed</th>
<th>Comments — briefly note specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference to assigned text</td>
<td></td>
</tr>
<tr>
<td>Student use of technology: word processing, internet</td>
<td></td>
</tr>
<tr>
<td>research, email, discussion groups, educational software</td>
<td></td>
</tr>
<tr>
<td>Students were provided links with additional resources</td>
<td></td>
</tr>
<tr>
<td>for the course</td>
<td></td>
</tr>
<tr>
<td>Application of multiple approaches to a problem or an</td>
<td></td>
</tr>
<tr>
<td>issue</td>
<td></td>
</tr>
<tr>
<td>Other (Please Describe)</td>
<td></td>
</tr>
</tbody>
</table>
V. Evaluator Notes and Summary Comments

Please check one and summarize below:

☑ Satisfactory  ☐ Needs Improvement  ☐ Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/ processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract’s standards for instruction and excellence in working with students, including accomplishing the course outline. This is also the space to include a summary of Student Response to Instruction.

Summary Comments (Attach extra sheets if necessary)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________