

NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK

FACULTY CLASS OBSERVATION REPORT FORM
FOR OBSERVATIONS OF HYBRID AND ONLINE COURSES

Semester/Year _____

Department _____ Course/Section _____

Name of Observee _____ Rank _____
Last Name, First Name

() Untenured () Tenured () Adjunct

Name of Observer _____ Rank _____

Date(s) of Observation _____ Online platform and/or online environment
(i.e., Blackboard, OpenLab) _____

Brief Summary of Material Viewed _____

This form is to be used only when evaluating the online portion of an online or hybrid course. Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.

1. COURSE DEVELOPMENT AND ORGANIZATION

Includes instructor's ability to develop and organize material, including the course syllabus; to create an easily navigable and informative course site and/or other online environment; and to require students to spend adequate time on task through well-conceived activities that foster understanding of the course material.

() Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

2. COMMUNICATION

Includes instructor's ability to project a professional presence online; to communicate clearly; to establish a rapport with students; and to establish a supportive, well-managed online learning environment by providing frequent announcements, clear instructions and adequate information for students to complete activities and assignments.

() Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

3. SUBJECT MASTERY

Includes instructor's ability to demonstrate subject mastery through the use of a Web-based course platform and/or other online environment; to present subject matter effectively; to use proper terminology; and to incorporate applicable, up-to-date resources and content.

() Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

4. STUDENT-INSTRUCTOR INTERACTION

Includes instructor's ability to interact productively with students (including appropriate questioning of students and recognition of their contributions) within a Web-based course platform and/or other online environment; to communicate with students online through discussion posts, blogs, wikis, email and/or synchronous means of communication, such as chat; and to provide timely and effective feedback, as specified on the syllabus.

() Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

5. **OVERALL EVALUATION** (categories 1 through 4)

Online Component of the Course (Required):

() Excellent () Very Good () Satisfactory () Unsatisfactory

Comments:

6. **RECOMMENDATIONS FOR IMPROVEMENT** (Use additional pages if necessary)

Comments and Recommendations for Improvement:

I have read and have been given a copy of above report, and so signify by my signature below. I understand that I may attach additional comments to this document.

Signature of the Observee

Date

Signature of the Observer

Date