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