

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

Name of Observer \_\_\_\_\_ Rank \_\_\_\_\_

Date of Observation \_\_\_\_\_ Room \_\_\_\_\_

Lesson Topic & Brief Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.

**FOR HYBRID AND ONLINE COURSES: observation of online course components is required; observation of a face-to-face class meeting is optional. Please consult the Guidelines for Assessing the Online Component of a Hybrid and Online Course Class Meeting.**

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**1. CLASSROOM MANAGEMENT**

Includes instructor's ability to manage activities on the online course platform and other

online environments if they are used; to organize the presentation and use of online resources and content.

**Online Component of the Course (Required)**

Satisfactory     Unsatisfactory

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes prompt start, efficient attendance check.

Satisfactory     Unsatisfactory

Comments and Recommendations for Improvement in this Area:

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**2. PROFESSIONAL TRAITS**

Includes instructor's ability to project a professional presence; to create an easily navigable, attractive and informative course site; to establish a supportive learning environment.

**Online Component of the Course (Required)**

Satisfactory     Unsatisfactory

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes professional appearance, clarity, establishment of rapport with students.

Satisfactory     Unsatisfactory

Comments and Recommendations for Improvement in this Area:

**3. SUBJECT MASTERY**

Includes instructor's ability to demonstrate subject mastery through use of the course platform and other online environments if they are used; to incorporate up-to-date online resources and content.

**Online Component of the Course (Required)**

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

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes accuracy of presented material, use of appropriate terminology, and competence in use of equipment.

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

Comments and Recommendations for Improvement in this Area:

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**4. ORGANIZATION AND DEVELOPMENT OF MATERIAL**

Includes instructor's ability to organize and develop material through use of the course platform and other online environments if they are used, and on amount of time on task each week required of students; to provide clear instructions and information for students to complete activities and assignments.

**Online Component of the Course (Required)**

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

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes clear statement of objectives, logical sequence, budgeting of time, review, summary, and outside assignments as appropriate.

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

Comments and Recommendations for Improvement in this Area:

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**5. PRESENTATION OF MATERIAL**

Includes instructor's ability to present material through use of the course platform and other online environments if they are used; to encourage students to participate in well-conceived activities that foster understanding of the material.

**Online Component of the Course (Required)**

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

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes level and clarity of presentation, appropriate use of learning aids.

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

Comments and Recommendations for Improvement in this Area:

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**6. STUDENT-INSTRUCTOR INTERACTION**

Includes instructor's ability to interact productively with students in use of the course platform and other online environments if they are used; to communicate with students in person and through discussion posts and synchronous means of communication such as chat

and email; and to provide timely and effective feedback, as specified on the syllabus.

**Online Component of the Course (Required)**

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

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional)**

Includes relevance, variety, and clarity of questions, appropriate recognition of student concerns and contributions.

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

Comments and Recommendations for Improvement in this Area:

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**7. OVERALL EVALUATION** (categories 1 through 6)

**Online Component of the Course (Required)**

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

Comments: \_\_\_\_\_

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**Face-To-Face Component of the Course (Optional)**

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

Comments and Recommendations for Improvement in this Area:

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

**Online Component of the Course (Required)**

Comments and Recommendations for Improvement in this Area:

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**Face-To-Face Component of the Course (Optional for hybrid courses, not applicable for online and fully online courses)**

Comments and Recommendations for Improvement:

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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.

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Signature of the Observee

Date

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Signature of the Observer

Date