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_____

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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.

**FOR HYBRID AND ONLINE COURSES: <u>observation of online course components is required;
observation of a face-to-face class meeting is optional.</u>**
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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