NEW YORK CITY COLLEGE OF TECHNOLOGY

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 documents. 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.**

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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 announcement, clear instructions and adequate information for students to complete activities 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 contribution) 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 effectively 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. **RECOMMENDATION 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**