**Online Adjunct Faculty Classroom Observation Form**

Name of Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Dean/Chair/Adjunct Faculty Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S = Strength, ME= Meets Expectations, IO = Improvement Opportunity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **S** | **ME** | **IO** |
| Instructor provides an introduction page and/or welcome message that clearly indicates to the student where to begin and how to progress through the course. |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor has updated all term specific information including syllabus, dates and hyperlinks. |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor clearly defines course requirements and grading policies. |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor’s tone is motivating and professional, emphasizes required time spent on tasks and promotes success by communicating high expectations. |  |  |  |

Comments:

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor encourages student engagement and interaction. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor uses required materials from the syllabus in the course. |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor demonstrates relevant and timely communication with students through frequent announcements, contributions to course assignments and/or messages. |  |  |  |

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor provides timely and constructive feedback on graded coursework. |  |  |  |

Comments:

**Additional Comments or Suggestions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor’s Signature Date**

**Observer’s Signature Date**