INDIANA UNIVERSITY SCHOOL OF INFORMATICS AND COMPUTING, IUPUI

ONLINE COURSE TEACHING OBSERVATION FORM

PURPOSE OF TEACHING OBSERVATION
The purpose of teaching observation is to provide feedback to faculty on their online classroom activities. Its primary utility is developmental in nature, fostering a climate where observation, dialogue, personal reflection, and improvement are encouraged. This observation is but one method to strengthen teaching effectiveness; input from the instructor, feedback via student evaluations, and peer review of teaching materials and resources are all additional strategies that should be employed at regular intervals.

GENERAL INFORMATION	
Instructor's Name:	
Course Name:	
Course Number:	
Observer(s) and Dates	

COURSE PREPARATION AND MANAGEMENT					
Criterion	*Strongly Agree*	*Agree*	*Disagree*	*Strongly Disagree*	*N/A*
1. The syllabus is constructed with the current program syllabus template.					
2. The syllabus is available in Canvas via the Syllabus link.					
3. Content delivered matches information on syllabus.					
4. Modules or lessons are prepared and available on schedule.					
5. Instructor provides a variety of ways for students to engage with course content.					
6. Instructor grades assignments in a timely manner.					
7. Instructor communicates with students in a respectful and clear manner.					
NOTES: The instructor is expected to have online content available when scheduled (e.g., Modules published, assignments open, etc.). The content in the Canvas course should match what is on the syllabus, and this syllabus should be available through the Syllabus link in Canvas. The instructor should use the most appropriate Canvas tools when instructing and grading (e.g., SpeedGrader is used for making comments on assignments, showing annotations on submissions, etc.). Grading in a timely manner is essential: grades should be assigned for any assignment within one week of the assignment's due date unless indicated otherwise in the syllabus or course communication. The instructor can be informal in communication but should always remain respectful and professional.					
COMMENTS:					

STUDENT ENGAGEMENT					
Criterion	*Strongly Agree*	*Agree*	*Disagree*	*Strongly Disagree*	*N/A*
8. Students are asked to introduce themselves in an opening Discussion, and the instructor does the same.					
9. Opportunities are provided for students to engage with each other.					
10. Student responsiveness demonstrates interest in the course and lessons.					

NOTES: An opening Discussion used as an opportunity for introductions is highly encouraged; the instructor should participate too. Not all courses need to use Discussions for assignments, and the number of Discussion assignments varies greatly between courses. But if Discussions assignments are not used as a frequent way to elicit student interaction, it is recommended to provide other (non-graded or optional) means for students to interact. Group work is not required, but the instructor should encourage in some way student involvement with the content (e.g., if not through Discussions perhaps through allowing replies to be made to Announcements, etc.). The Canvas course home page should be kept up to date to inform students and elicit a sense of currency (e.g., Allow the last few Announcements to be listed on the home page, update the home page frequently, etc.).

COMMENTS:

INSTRUCTOR ENGAGEMENT					
Criterion	*Strongly Agree*	*Agree*	*Disagree*	*Strongly Disagree*	*N/A*
11. Announcements are used for a variety of purposes to communicate with the class.					
12. Students are provided individual feedback.					
13. Instructor communicates (text, audio, video) clearly and concisely.					
14. Instructor encourages students to ask questions and make comments.					
15. Instructor responds to student questions or comments thoroughly.					
16. Instructor appears enthusiastic and interested in the lessons.					

NOTES: Frequent engagement with the students is essential. Weekly Announcements (at minimum) can provide either an introduction to a Module or lesson and are especially useful as post-Module wrap ups. Announcements are useful to summarize discussions and other assignments. Announcements are also possible for any upcoming deadlines, or to elicit students' attention on any topic. Instructors are encouraged to participate in the student Discussions if appropriate and are strongly encouraged to comment on a student's performance in a Discussion when assigning a grade. Feedback should accompany grading, even if all positive. Grading with no feedback or no use of a rubric is not usually sufficient instruction. Instructors need to monitor all Discussions for appropriate behavior as well as to respond to any questions in a timely manner.

COMMENTS:

OBSERVER(S) ADDITIONAL COMMENTS:

INSTRUCTOR COMMENTS: