Instructor Name Click or tap here to enter text. Date/Time of Visit Click or tap here to enter text.

Class Observed Click or tap here to enter text. Observer Click or tap here to enter text.

**Part I: Course Outline – Supervisor Review**

Master Syllabus is followed Course Outline

Evaluation/grading procedure  Attendance requirements

Comments Click or tap here to enter text.

**Part II: Review of Class Session**\*All items marked Needs Improvement or Not Observed must be explained in Comments

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Class Structure**
2. Course navigation is easy to follow and   
   matches course length
3. Module introductions contain at least a list of  
   assignments and competencies/outcomes
4. Emphasizes main points   
   (competencies/outcomes) throughout  
   the module
5. Effective learning activities in the module
6. Directs student preparation for assignments   
   in the module
7. Maintains effective online course management   
   including updated links and documents

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Methods**
2. Provides course materials designed  
   to address two to three basic learning styles:  
   visual, auditory, and/or kinesthetic
3. Employs non-lecture learning activities (i.e.   
   discussions, practice opportunities, or other   
   activities)
4. Learner activities foster student-student   
   interaction with instructor facilitation
5. Uses examples that are simple, clear, precise   
   and appropriate
6. Each course module contains lecture materials  
   that merge textbook/publisher/OER materials and  
   instructor developed content into an integrated  
   lesson or lessons that present relevant course  
   materials
7. Utilizes academic integrity tools based on  
   the majority of points

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Teacher-Student Interaction**
2. Solicits and respects student input
3. Sustained and interactive communication  
   regarding current course content and activities  
   between the student and the instructor through  
   assessment feedback and in-course messaging
4. Provides at least weekly predictable, regular,  
   substantive feedback commentary or summary  
   to current course content and/or activity in   
   either announcements, lessons, or course  
   emails to the entire class
5. Provides timely responses to students
6. Exhibits sensitivity to students’ personal culture,   
   gender differences and disabilities
7. Responds appropriately in a non-threatening,   
   proactive manner

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Content**
2. Appears knowledgeable
3. Appears well-organized
4. Explains concepts clearly
5. Relates concepts to students’ experience
6. Selects learning experiences appropriate to   
   level of learning

Comments Click or tap here to enter text.

**Part III: Adjunct Faculty**

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. Complies with established college policies  
   and procedures
2. Attends meetings and events as required  
   by College administration

1. Responds in a timely manner to requests  
   from College, division and program  
   administrators

Comments Click or tap here to enter text.

**Part IV: Evaluation**

*Check the best description*

The instructor:

Needs Improvement  Meets Expectations  Exceeds Expectations

*Justify your rating*

Address strengths observed, suggestions for improvement and overall impression of teaching effectiveness.

Click or tap here to enter text.

**Part V: Instructor Comment**

The instructor has the right to attach any comments as an addendum to this document.

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Observer Date

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Instructor Date

The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor had read and reviewed this form.