**Clackamas Community College**

**Associate and Part-Time Faculty Peer Observation**

**Online Course**

Observed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check those items that you observe during your time in the class. **Not all items need to be rated. Not checking a statement does not necessarily indicate a deficiency.** Add **comments** and additional items of note either at the end of the related section or at the end of the observation form.

**Instructional Design Elements:**

 **Audience Analysis**

* + Prerequisites, if any, are clearly stated.
	+ Any skills needed are addressed. Students are asked about current proficiencies, especially in regards to computer skill level.
	+ Current knowledge level of students is assessed as appropriate for course

 **Course Goals/Objectives**

* + Course goals are clear and appropriate
	+ Objectives are clear, behavioral and measurable and are appropriate to course goals

**Instructional activities**

* + Utilizes active learning strategies that engage the student and appeal to differing learning styles
	+ Learning activities are linked to course objectives
	+ Content is organized by modules, units, lessons, or other meaningful architecture
	+ Course strives to create a “Community of Learners” through interaction
	+ All content adheres to current copyright law.

**Student and Course evaluation**

* + Formative evaluation is provided to students through ongoing feedback (emails, Gradebook, announcements, discussion board postings)
	+ Summative evaluation is clearly described
	+ Evaluations are linked to objectives
	+ Rubrics are used for assignments

**Teaching Strategies**

* + Instructor assumes a facilitative role
	+ Instructions for assignments are clear
	+ Syllabus is online and complete, including course expectations, goals & objectives, grading criteria, course policies
	+ Support for student questions is provided (Examples: instructor contact information , FAQs, Discussion board for questions)

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Interaction and Feedback**

 **Interaction among Learners**

* + Discussion Boards and/or chat available
	+ Group activities
	+ Email
	+ Orientation to technology is provided

 **Interaction between Learners and Instructor**

* + Instructor conveys policy on answering emails (i.e. how soon students can expect response, etc.
	+ Instructor communicates how feedback is given, including frequency.
	+ Instructor publishes office hours (virtual or “physical”) and contact information
	+ Feedback is evident through announcements, emails, discussion postings, or other means
	+ Instructor allows own personality to emerge through postings, notes, and other means
	+ Instructor “personalizes” course for students (emails, using name, friendly tone)

**Interaction between Learners and Instructional Materials**

* Students receive orientation to practice posting in Discussion forum, submitting assignments, taking online exam, and using any other type of technology that will be utilized during the course
* Resources for completing course activities are provided
* Guidelines for posting to discussion board and/or participating in Chat are provided

 **Collaboration**

* Students are provided the opportunity to collaborate with other students through group work or other means

 **Pace and Procrastination**

* All due dates are published with timely reminders
* Progress through the course is documented

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Course Management**

 **Time Requirements**

* + Course is developed before first class meeting. If this was not possible, should be several weeks ahead of class schedule.
	+ Indicate to students general time requirements of course

 **Progression through course**

* + Units of instruction are organized in a logical, consistent sequence
	+ Online grade book is used
	+ If online testing is used, has detailed instructions as to how it will be administered and the settings that will be in place. If possible, a practice test with the same settings should be given first.

 **Evaluating student progress**

* + If online testing is used, should not comprise the greater portion of final grade. (Best: treated as “open book”)
	+ Evaluation of online participation is described

**Providing adequate feedback**

* + Instructor feedback is evident, following the guidelines set by the Instructor
	+ Student emails are answered in a timely manner

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Technical Support**

* Students are provided information as to where to get technical help

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Overall Comments:**

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