

DISTANCE EDUCATION INSTRUCTOR OBSERVATION CRITERIA

(Use the following criteria to guide you in determining a rating for online course observations)

1. The course complies with the criteria in the Distance Education Course Development Criteria (DECDC)				
0 Not applicable	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
___ Not applicable	___ Meets none of the requirements on the DECDC ¹ ___ DECDC not on file	___ Meets less than minimal number of requirements on the DECDC ___ Current DECDC does not comply with instrument on file	___ Meets the minimal requirements on the DECDC ___ Current DECDC is in compliance and on file	___ Meets more than the minimal requirements on the DECDC ___ Current DECDC is in compliance and on file ___ Utilizes additional options for development under the DECDC

¹ DECDC = Distance Education Course Development Criteria, satisfaction of which is required before any online course is offered.

2. Announced and met online class session² outcomes.				
0 Not applicable	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
___ Not applicable	___ Did not have introduction to class session on the website	___ Introduced the class session on the website	___ Introduced the class session on the website ___ Stated session outcomes on the website	___ Introduced the class session on the website ___ Stated session outcomes on the website ___ Provided access to class session outcomes via multiple course tools

² Hereafter, “session” is defined as the chapter, unit, module, or other regular segment of the course that is under observation.

3. Appeared adequately prepared for class.				
0 Not applicable	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
___ Not applicable	___ Did not provide content materials	___ Provided content materials from textbook only ___ No additional material provided on class web site	___ Provided content materials on class website from textbook and/or other related sources ___ Materials presented on class website in an organized manner and based on session outcomes ___ Class website presented main points for session outcomes ___ Used relevant examples or experiences on class website to explain concepts or ideas	___ Provided content materials on class website from textbook and/or other related sources ___ Materials presented on class website in an organized manner and based on session outcomes ___ Class website presented main points for session outcomes ___ Used relevant examples or experiences on class website to explain concepts or ideas ___ Provided web links relevant to class material (multimedia, online tutorials, online trainings, demonstrations, etc.)

4. Demonstrated content-area knowledge.				
0 Not applicable	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
___ Not applicable	___ Made incorrect statements or factual errors ___ Not able to respond to students' questions	___ Made unclear statements ___ Answered students' questions but without supporting details	___ Answered students' questions and provided supporting details ___ Explained terminology or concepts accurately ___ Made no incorrect statements or factual errors	___ Answered students' questions and provided supporting details ___ Explained terminology or concepts accurately ___ Made no incorrect statements or factual errors ___ Included additional supporting content from expert sources beyond the textbook (via links or other support material)

5. Motivated students to ask questions and participate in online class activities.				
0	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
___ Not applicable	___ Used asynchronous communication only ___ No student participation	___ Used asynchronous communication ___ Students participated only when questioned by instructor	___ Used asynchronous communication ___ Allowed time for students to respond to questions as indicated by course policy ___ Students participated when questioned by instructor as well as on their own ___ Encouraged student interaction	___ Used asynchronous communication ___ Allowed time for students to respond to questions as indicated by course policy ___ Students participated when questioned by instructor as well as on their own ___ Encouraged student interaction ___ Provided positive feedback to students ___ Contacted students if they are not participating in class activities

6. Made course session stimulating and interesting.				
0	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	<p>___ Did not provide course materials</p> <p>___ No activities were provided to encourage students to participate</p>	<p>___ Used only one course tool to provide course materials</p> <p>___ Only one activity was provided to encourage students to participate</p> <p>___ Explained relevance of activities and assignments</p> <p>___ Lacked strategies to assess student understanding</p>	<p>___ Used at least two course tools to provide course materials</p> <p>___ At least two activities were provided to encourage students to participate</p> <p>___ Explained relevance of activities and assignments</p> <p>___ Guided and monitored student understanding</p> <p>___ Communicated with students to promote interaction between instructor and students and among students.</p>	<p>___ Used at least three course tools to provide course materials</p> <p>___ At least two activities were provided to encourage students to participate</p> <p>___ Explained relevance of activities and assignments</p> <p>___ Guided and monitored student understanding</p> <p>___ Communicated with students to promote interaction between instructor and students and among students.</p> <p>___ Made material relevant to real-world situations</p>

7. Adapted teaching methods to meet individual student needs.				
0 Not Applicable	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
___ Not Applicable	___ Utilized only one teaching modality or course tool	___ Utilized minimally required number of instructional strategies or course tools as designated by the DECDC ³ to accommodate diverse learning styles by delivering content in a variety of ways	___ Utilized minimally required number of instructional strategies or course tools as designated by the DECDC to accommodate diverse learning styles by delivering content in a variety of ways ___ Checked for student comprehension ___ Used individual and/or group activities	___ Utilized more than the minimally required number of instructional strategies or course tools as designated by the DECDC to accommodate diverse learning styles by delivering content in a variety of ways ___ Checked for student comprehension ___ Used individual and/or group activities ___ Promoted critical thinking skills

³ DECDC question 4A under Organization and Design, question 1 under Assessment, and question 1 under Teaching with Technology

8. Maintained an on-line environment/climate conducive to learning.				
0 Not applicable	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
<p>___ Not Applicable</p>	<p>___ Did not interact with students</p> <p>___ Demonstrated no course management skills in the online environment (e.g. netiquette, accessibility, instructor flexibility, supportiveness, etc.)</p>	<p>___ Asked questions of students but did not provide adequate time for responses according to course policy</p> <p>___ Maintained limited interaction with students in the online environment</p> <p>___ Demonstrated inadequate course management skills (e.g. netiquette, accessibility, instructor flexibility, supportiveness, etc.)</p>	<p>___ Either student or instructor initiated questions and discussion</p> <p>___ Provided adequate time for student responses according to course policy and encouraged participation in the online environment</p> <p>___ Maintained adequate interaction with students in the on-line environment</p> <p>___ Demonstrated adequate course management skills (e.g. netiquette, accessibility, instructor flexibility, supportiveness, etc.)</p>	<p>___ Both student and instructor initiated questions and discussion</p> <p>___ Provided adequate time for student responses according to course policy and encouraged participation in the online environment</p> <p>___ Maintained timely interaction with students in the online environment</p> <p>___ Demonstrated efficient classroom management skills (e.g. netiquette, accessibility, instructor flexibility, supportiveness, etc.)</p>

9. Delivered course information coherently and effectively.				
0 Not applicable	1 Not Acceptable	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
<p>___ Not Applicable</p>	<p>___ Course information was presented incoherently, with no logical sequence</p> <p>___ Typeface was difficult to read</p> <p>___ The language of instruction was used incorrectly</p> <p>___ Instructor's tone in communication was discouraging</p> <p>___ Instructor's use of technology was not consistent with course outcomes and/or unduly burdensome on students, due to potential end-user limitations</p>	<p>___ Course information was not always presented coherently and in logical sequence</p> <p>___ Typeface was sometimes difficult to read</p> <p>___ The language of instruction was not always used correctly</p> <p>___ Instructor's tone in communication was not generally encouraging</p> <p>___ Instructor's use of technology was sometimes not consistent with course outcomes and/or unduly burdensome on students, due to potential end-user limitations</p>	<p>___ Course information was presented coherently and in logical sequence</p> <p>___ Typeface was easy to read</p> <p>___ The language of instruction was used correctly</p> <p>___ Instructor's tone in communication was generally encouraging</p> <p>___ Instructor's use of technology was consistent with course outcomes and took into consideration potential end-user limitations</p> <p>___ Instructor used appropriate course vocabulary to convey and/or discuss material</p> <p>___ Instructor provided opportunities for students to interact with the material and with each other</p>	<p>___ Course information was presented coherently and in logical sequence</p> <p>___ Typeface was easy to read</p> <p>___ The language of instruction was used correctly</p> <p>___ Instructor's tone in communication was generally encouraging</p> <p>___ Instructor's use of technology was consistent with course outcomes and took into consideration potential end-user limitations</p> <p>___ Instructor used appropriate course vocabulary to convey and/or discuss material</p> <p>___ Instructor provided opportunities for students to interact with the material and with each other</p> <p>___ Instructor used real-world or other examples to illustrate the material</p> <p>___ Instructor encouraged critical thinking</p> <p>___ Instructor reviewed or summarized material before moving on to the next session</p>

10. Showed interest, concern, and respect for students.				
0 Not applicable	1 Not acceptable	2 Needs improvement	3 Meets expectations	4 Exceeds expectations
<p>___ Not applicable</p>	<p>___ Instructor did not address students courteously or professionally</p> <p>___ Instructor provided no guidance to help students navigate the course and the material</p> <p>___ Instructor did not communicate his/her availability to students</p>	<p>___ Instructor did not always address students courteously and professionally</p> <p>___ Instructor did not provide adequate guidance to help students navigate the course and the material</p> <p>___ Instructor did not answer student questions in a timely manner</p> <p>___ Instructor was not available to students in accordance with stated policies</p>	<p>___ Instructor addressed students courteously and professionally</p> <p>___ Instructor provided guidance to help students navigate the course and the material</p> <p>___ Instructor answered student questions in a timely manner</p> <p>___ Instructor was available to students in a timely fashion in accordance with policies stated within the course</p> <p>___ Instructor acknowledged differences of opinion, where appropriate</p>	<p>___ Instructor addressed students courteously and professionally</p> <p>___ Instructor provided guidance to help students navigate the course and the material</p> <p>___ Instructor answered student questions in a timely manner</p> <p>___ Instructor was available to students in a timely fashion in accordance with policies stated within the course</p> <p>___ Instructor encouraged differences of opinion, where appropriate</p> <p>___ Instructor provided positive reinforcement, where appropriate</p>