**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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