



## Online Faculty Course Observation

Faculty Course Observation:			
Instructor Information	Instructor Name		
	E-mail Address		
	Course List		
	Course Reviewed		
	Course Reviewed By		
	Course Review Date		
Course Preparation (10%)	<b>Course Set up and review.</b> Dates, links, content errors, makes requested corrections and edits to courses. (10%)		All 10/10 Most 8/10 Some 4/10 None 0/10
Student Assistance (10%)	<b>Outreach &amp; Documentation:</b> Checks on At Risk students and confirms documented personalized outreach communications. (10%)		Consistently 10/10 Regularly 7/10 Intermittently 4/10 Seldom 0/10
Presence (35%)	<b>Presence in all Discussion Forums:</b> Responded to every main post submitted by 10PM Wednesday. (10%)		Consistently 10/10 Regularly 7/10 Intermittently 4/10 Seldom 0/10
	<b>Frequency of Presence:</b> Participated <b>Tuesday – Thursday</b> and <b>two days of Instructor’s choice</b> in all of the discussion forums during Units 1-4. Participated <b>Tuesday – Thursday</b> in all of the discussion forums during Unit 5. (10%)		Consistently 10/10 Regularly 7/10 Intermittently 4/10 Seldom 0/10
	<b>Active Engagement in the Discussions:</b> Instructor is posting additional responses using SJVC endorsed follow-up responses. (10%)		Consistently 10/10 Regularly 7/10 Intermittently 4/10 Seldom 0/10
	<b>Weekly News Posts:</b> Faculty created at least 2 weekly News Posts, designed to entice participation and help students perform better. (5%)		Consistently 5/5 Regularly 4/5 Intermittently 2/5 Seldom 0/5

<b>Grading (30%)</b>	<b>Grades:</b> Entered grades by the deadlines including late work. (10%)		Consistently 10/10 Sometimes 5/10 Seldom 0/10
	<b>Written Assignment Feedback in the gradebook:</b> Provided concise, constructive, and supportive feedback on graded assignments. (7%)		Consistently 7/7 Regularly 5/7 Intermittently 4/7 Seldom 0/7
	<b>Discussion Feedback in the gradebook:</b> Provided concise, constructive, and positive feedback on Discussion Forums assignment. (3%)		Consistently 3/3 Sometimes 1/3 Seldom 0/10
	<b>Accuracy of Grades:</b> Grades are assigned based on the mastery of course material in a consistent manner, and aligned with integrity standards (10%)		Consistently 10/10 Regularly 7/10 Intermittently 4/10 Seldom 0/10
<b>Attention to Direction (15%)</b>	<b>Faculty implemented suggestions from previous course observation. (15%)</b>		All 15/15 Most 11/15 About half 8/10 Few 5/15 None 0/15
<b>Overall Performance</b>	<b>Comments</b>		
	<b>A Standout Moment:</b>		
	<b>Numeric Score based on observation criteria. (Total possible points 100)</b>		Total score / 100