

# Polk State College

## Faculty Online Observation Form

Professor: _____	PID: _____
Observer: _____	
Date: _____	
Term: _____	Course/Reference Number: _____
Course developed by (select one):    ___Professor    ___Other Person    ___Department	

**Note:** The intent is for the reviewer to observe the course home page, the introduction, and the general structure of the course, but review in detail only one portion (unit, module, week, etc.) of the course. Prior to the observation, the professor will be allowed to select the portion to be reviewed in detail.

1. The professor communicates course content clearly.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>
-----	--------------------------	---------	--------------------------

--

2. The professor provides essential information regarding the objectives, competencies, and/or learning outcomes.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>
-----	--------------------------	---------	--------------------------

--

3. The professor states the time frame for responses and provides timely feedback on assignments.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>
-----	--------------------------	---------	--------------------------

--

4. The professor treats students and their ideas and comments with courtesy and respect.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>
-----	--------------------------	---------	--------------------------

--

5. The professor provides course materials in a timely manner.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>
-----	--------------------------	---------	--------------------------

--

6. The professor plans and organizes the modules being reviewed.

Met		Not Met	
-----	--	---------	--

--

7. The course design facilitates readability and ease of course navigation to meet the needs of diverse learners.

Met		Not Met	
-----	--	---------	--

--

8. All materials are professional in appearance.

Met		Not Met	
-----	--	---------	--

--

9. The professor demonstrates proficiency in the subject matter through utilization of appropriate instructional materials and feedback provided to students.

Met		Not Met	
-----	--	---------	--

--

10. The professor provides opportunities for interaction and tools for learner engagement that support student learning outcomes.

Met		Not Met	
-----	--	---------	--

--

11. The professor uses diverse learning activities and assessment instruments to support instruction and enable students to track their progress.

Met		Not Met	
-----	--	---------	--

--

12. The course has appropriate instructions, evaluative criteria, and due dates for activities or assignments.

Met		Not Met	
-----	--	---------	--

--

Comments: