



OZARKS TECHNICAL COMMUNITY COLLEGE

Classroom Observation Form - Online

Observed Instructor's Name:

Course Name:

Date/Time:

Observer's Name:

RATING DEFINITIONS

Exceptional -- Exceeds expectations

Good -- Meets expectations

Fair -- Marginally acceptable, needs improvement

Inadequate -- Does not meet criteria

1. Clear communication	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The course is error free (no broken links, no incorrect calendar dates, correct syllabus version, etc.) The course is organized, logical and easy to navigate. Subject matter is current and taught at an appropriate level. The instructor demonstrates subject area knowledge. Concepts presented are clear and accurate. Students are notified of any course changes in advance. 	Comments (Strengths, things to work on)					

2. Helpful and responsive	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor responds in a timely manner to student questions. Responses are friendly, polite and positive. Instructor brainstorms solutions to student difficulties. Grading and personalized feedback is given within the time frame specified. The instructor is present, welcoming and engaging in the course. 	Comments (Strengths, things to work on)					

3. Effective planning & assessment	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor demonstrates thoughtful preparation and planning. Activities are well-suited for the content and planned to maximize learning. Instructor anticipates difficult topics and supports student understanding. Students have opportunities to assess their own learning. Instructor reviews content as appropriate and assess that students gained knowledge, skills or abilities. Learning goals/objectives are present. 	Comments (Strengths, things to work on)					

4. Positive learning environment	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor creates a learning environment that is safe and inclusive. Students are allowed to express different views and values regarding course content as appropriate. The instructor builds rapport with the students and encourages the sharing of relevant personal experiences through course interaction and assignments. The instructor provides appropriate over-site and monitoring of activities. There is student-to-student and faculty-to-student engagement throughout the course. 	Comments (Strengths, things to work on)					

5. Effective teaching methodologies	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> The instructor uses and encourages appropriate instructional technology or multi-media (instructor videos, video feedback, video assignments) to enhance learning. Instructor uses appropriate activities in which students actively interact with the course material, the instructor, and/or each other. Instructor provides opportunities for students to assume responsibility for their own learning and to develop appropriate skills for further learning. <i>Active learning must be present to score above 3. Active learning refers to a broad range of teaching strategies beyond the traditional lecture which engage students as active participants in their learning.</i> 	Comments (Strengths, things to work on)					

6. Follows college expectations	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
<ul style="list-style-type: none"> Records and reports attendance following college's procedures. The course gradebook is kept up-to-date. Maintains an accurate and current syllabus. Presents a professional, yet approachable, demeanor. All grades and administrative withdrawals are submitted on time. The instructor responds to OTC and/or Canvas emails from students within 24 hours per OTC expectations. 	Comments (Strengths, things to work on)					

7. Overall Observation	Exceptional	Good		Fair		Inadequate*
	5	4	3	2	1	0
	Comments (Strengths, things to work on)					



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Observation Total Score: _____

- Exceeds expectations: 32-35 points
- Sometimes exceeds expectations: 28-31 points
- Meets expectations: 23-27 points
- Sometimes meets expectations: 18-22 points
- Does not meet expectations: Less than 18 points

*A score of **Inadequate (0)** in any one category results in an overall maximum score of 17 points.

Student course feedback	Instructor Percent	Target
Q1. Did the instructor communicate in a clear and understandable manner?		Above 85%
Q2. Was the instructor helpful and responsive to students?		Above 85%
Q3. Did you gain knowledge, skills or ability from this instructor's course?		Above 85%
Q4. Did the instructor create a positive learning environment?		Above 85%
What works? (as identified by students on the course evaluations)		
What doesn't work? (as identified by students on the course evaluations)		

Supervisor Signature: _____ Date: _____
Program Director, Department Chair or Dean

Instructor Signature: _____ Date: _____
The instructor has received and read this document. Signature does not imply instructor's agreement with the evaluation.

Additional Comments by the Instructor: