

Missouri State University-West Plains

Online Classroom Observation/Performance Evaluation

Instructor: _____ Date: _____

Course Name: _____ Class Size _____

Review of Policy Statement/Syllabus:

Does the syllabus contain all required materials listed in the standardized syllabus template?

☐ Yes ☐ No ☐ Partially

Comments: _____

Are major policies stated in the instructor's syllabus consistent with the established policies of the department and the university?

☐ Yes ☐ No ☐ Partially

Comments: _____

Does the syllabus contain measurable student learning outcomes and objectives?

☐ Yes ☐ No ☐ Partially

Comments: _____

Does the syllabus contain at least a weekly schedule?

☐ Yes ☐ No ☐ Partially

Comments: _____

How is student achievement/learning evaluated? What types of assessment methods are used for student learning? (Include a description of the quizzes, discussions, assignments, and the final assessment/activity).

☐ Quizzes

☐ Discussions

☐ Assignments

☐ Projects

☐ Presentations

Comments: _____

Instruction:

Is the course material well organized and easy to navigate within the learning management system (Brightspace)?

☐ Yes ☐ No ☐ Partially

Comments: _____

Are instructions for assignments, discussions, and activities clear and accessible?

☐ Yes ☐ No ☐ Partially

Comments: _____

Does the instructor provide timely grading and feedback on student work as noted in the syllabus?

☐ Yes ☐ No ☐ Partially

Comments: _____

How does the instructor assure the course content is accurate, and up-to-date, and applicable appropriate for an online learning environment?

☐ Yes ☐ No ☐ Partially

Comments: _____

Does the instructor competently use a variety of instructional methods (video, lecture, multimedia content, interactive tools, etc.)? Do instructional methods support learning outcomes?

☐ Yes ☐ No ☐ Partially

Comments: _____

Does instruction go beyond the textbook content by integrating real world application, current events or digital resources?

☐ Yes ☐ No ☐ Partially

Comments: _____

Student-Instructor Interaction/Rapport:

Does the instructor provide regular and substantive interaction as required for online instruction (e.g., weekly announcements, content-based feedback, instructional videos, facilitated discussions)? (The Higher Learning Commission's definition of [substantive interaction](#) based on the federal definition from the US Department of Education.)

☐ Yes ☐ No ☐ Partially

Comments: _____

Is the instructor responsive to student inquiries within a reasonable timeframe (typically 24-48 hours)?

☐ Yes ☐ No ☐ Partially

Comments: _____

Do students actively engage in online discussions, activities, or group work? How does the instructor encourage engagement?

☐ Yes ☐ No ☐ Partially

Comments: _____

Describe the overall tone and level of interaction in the online classroom environment (welcoming, inclusive, collaborative).

Comments: _____

Areas of Strength:

Specific Areas for Improvement and Suggestions to Address Them:

Further Comments:

Signature of Evaluator

Date

Signature of Faculty Member

Date

[illegible]

(The appeal process is outlined in the *Faculty Handbook*.)