***Classroom Observation Form for Faculty Teaching Partially Online (Hybrid Format)***

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|  **Evaluatee:** Click here to enter text.  | **Course/Section Observed:** Click here to enter text.  | **# Students Registered:** #  |
|  **Evaluator:** Click here to enter text. | **Date/Time/Place of On-Campus Observation:** Click here to enter text. | **# Students Present:** \_#\_  |
|  **Dates of 7-Day Consecutive Period of Online Observation:** Click here to enter text. | **# Students Present:** \_#\_  |

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below.

Please include comments in the column on the right. Attach additional comments as necessary.

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| --- | --- | --- | --- | --- | --- |
| **5** | **4** | **3** | **2** | **1** | **NA** |
| **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** | **Not Applicable** |

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|  | **Rating** | **Comments** |
| 1. **Objectives:** At the beginning of class or at another appropriate time and in the unit module, the professor made a clear statement of the objectives of the class meeting and module connected to the Student Learning Outcomes of the course.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Preparation:**

 **A. On Campus:** The professor was well-prepared for class with necessary materials. | Select Rating... | Click or tap here to enter text. |
|  **B. Online:** The professor provided students with online access to all necessary materials for the lesson or assignment, appropriate to the contact hours of the period observed, using the district-approved learning management system. | Select Rating... | Click or tap here to enter text.  |
| 1. **Organization:**

 **A. On-Campus:** The professor presented the material in an organized manner. | Select Rating... | Click or tap here to enter text.  |
|  **B. Online:** The professor presented the material in an organized manner and provided clear and consistent guidance about access to and navigation of course content related to the 7-day evaluation period. | Select Rating... | Click or tap here to enter text.  |
| 1. **Clarity:** The professor presented instructional material clearly both on-campus and online.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Expertise:** The professor displayed expertise in the subject both on-campus and online.
 | Select Rating... | Click or tap here to enter text. |
| 1. **Class Level:** The professor presented material at a level appropriate to the course.
 | Select Rating... |  Click or tap here to enter text.  |
| 1. **Teaching Methods:** The professor provided instruction both in-person and online in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process. When appropriate, the professor combined methods of instruction (such as text, audio, video, images and/or graphics etc.).
 | Select Rating... |  Click or tap here to enter text.  |
| 1. **Connecting Hybrid Components:** The professor connected online and on-campus portions of the class to create a fully-integrated course with continuity of instruction between modalities.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Controversial Material:** When presenting controversial material, both in-person and online, the professor did so in a balanced manner, acknowledging contrary views.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Respect:** The professor treated all students respectfully both in-person and online.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Faculty/Student Interaction:** The professor provided regular faculty-initiated substantive interaction and instruction online (appropriate to the units offered for the course).
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Student/Student Interaction:** The professor created regular opportunities for student interaction.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Comprehension:** The professor periodically checked student learning and modified teaching strategies as necessary to increase effectiveness in achieving outcomes.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Responsiveness:** The professor encouraged students to ask questions and articulated clear communication policies (including expected response time). The professor and was attentive to student questions and/or comments.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Online Class Management:** The professor’s use of the district-approved learning management system demonstrated technical skills necessary for managing an online class.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Online Accessibility:** The professor’s course design ensures that all students including those with disabilities can fully participate in the course (by using techniques such as page headings, descriptive links, lists, alternative text for images, video captions edited for comprehension where appropriate; color contrast; etc.).
 | Select Rating... | Click or tap here to enter text.  |

***Non-Classroom Observations***

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|  | **Rating** | **Comments** |
| 1. **Course Outline:** The professor’s syllabus conforms to the existing course outline of record.
 | Select Rating... | Click or tap here to enter text.   |
| 1. **Syllabus:** The professor’s syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Evaluation Process:** The professor participated in the evaluation process in a professional and timely manner.
 | Select Rating... | Click or tap here to enter text.  |
| 1. **Professional Obligations:** The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).
 | Select Rating... | Click or tap here to enter text.  |