



Informal Teaching and Learning Consultation *ONLINE Course Observation Form*

Name of Faculty Member				
Rank	Tenure Track	Non-Tenure Track	Tenured	Other:
Course (Title/Section)				
Type of Course	Lecture	Lab	Studio	Other:
Observation Details	Date:	Time Start:	Time End:	
Name of Observer				
Observer's Position				

Course Overview and Objectives

	Advanced	Average	Developing	Not Observed	
Instructions are clear on how to get started and where to find various course components					Specific Feedback (Strengths/Growth Areas)
Learners are introduced to the purpose and structure of the course					
Learning outcomes/objectives and/or competencies are measurable					
All objectives/competencies are clearly stated from the students' perspective					
Relevance with learning objectives and course activities are clearly stated and evident					
Learning outcomes/objectives or competencies are suited for the level of the course					



Course Activities and Assessments					
Learning activities promote the achievement of the stated learning objective and/or competencies	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Learning activities provide opportunities for student interaction	Advanced	Average	Developing	Not Observed	
Instructor's plan for response time and feedback on assignments is clearly stated	Advanced	Average	Developing	Not Observed	
Assessments measure the stated learning objectives and/or competencies	Advanced	Average	Developing	Not Observed	
Specific and descriptive criteria is provided for the evaluation of the students' progress, work, and tied to the course grading policy	Advanced	Average	Developing	Not Observed	
Course grading policy is clearly stated and easy to calculate	Advanced	Average	Developing	Not Observed	

Instructional Materials and Support					
Instructional materials contribute to the achievement of the stated learning objectives and/or competencies of the module/unit	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Both the purpose and how the to use the instructional materials for the learning activities are clearly stated	Advanced	Average	Developing	Not Observed	
Instructions are clearly written and/or directions provided on how the student can obtain support	Advanced	Average	Developing	Not Observed	
Instructions articulate (or are linked too) the university's policies and services	Advanced	Average	Developing	Not Observed	

Technology and Accessibility					
Tools and resources in the course support learning objectives and/or competencies	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Tools and resources promote student engagement	Advanced	Average	Developing	Not Observed	
Course navigation facilitates an ease of use	Advanced	Average	Developing	Not Observed	
Information and technology resources provided meets accessibility for all learners	Advanced	Average	Developing	Not Observed	

Syllabus					
Demonstrates a clear understanding of learning outcomes and how the interconnect with course content, goals, and objectives	Advanced	Average	Developing	Not Observed	Specific Feedback (Strengths/Growth Areas)
Learning outcomes link to assessments in a clear way that demonstrates interconnectedness	Advanced	Average	Developing	Not Observed	
Provides clear and accurate university policy information	Advanced	Average	Developing	Not Observed	
Instructor makes themselves available to students appropriately	Advanced	Average	Developing	Not Observed	
Syllabus is complete and easy to follow	Advanced	Average	Developing	Not Observed	
Syllabus present course subject matter in an interesting and/or relevant manner	Advanced	Average	Developing	Not Observed	
Accessibility and inclusivity are evident	Advanced	Average	Developing	Not Observed	



UNIVERSITY OF
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**DIVISION OF FACULTY AFFAIRS
CENTER FOR RESEARCH ON TEACHING
AND LEARNING EXCELLENCE**

Final comments from the observer:

Faculty Member Signature:

Observer Signature:

**All records from the Informal Teaching and Learning Consultations are property of the faculty member.
This form should *not* be included in any tenure and promotion dossier**