FT Faculty Online Course Observation Form for Year _____ **Session   I   II   III**

Instructor: _____   **Course Observed:** _____

Department: _____   **Campus:** _____

Dean's Evaluation	Scale (Numeric value)
The instructor' s course exceeds expectations in this area.	**(4)**
The instructor's course meets expectations in this area.	**(3)**
The instructor's course is below expectations in this area.	**(2)**
The instructor's course is unsatisfactory in this area.	**(1)**

Criteria for FT Online Instructor's Courses	Dean Evaluation
1. **The instructor provides a well thought out structured syllabus including college procedures and policies following the SPC format.**	4 3 2 1
2. **The instructor provides announcements and/or email communication for assignment and project scheduled due dates.**	4 3 2 1
3. **The instructor provides assignments, assessments and projects that incorporate critical thinking, problem solving, and subject matter performance skills as appropriate**.	4 3 2 1
4. **The instructor provides timely and appropriate feedback on assignments, assessments and projects.**	4 3 2 1
5. **The instructor uses the communication tools that are available within the course (e.g. email, discussion board, chat, announcements, etc.) appropriately.**	4 3 2 1
6. **The instructor maintains accurate student performance records (grades) within the course gradebook.**	4 3 2 1
7. **External links to additional resources and materials are active and appropriate.**	4 3 2 1
8. **Appropriate directions with regard to required software needs (i.e. plug-ins, etc.) are provided for the students**	4 3 2 1
9. **Appropriate accommodations are made for students as recommended through the Office of Services for Students with Disabilities.**	4 3 2 1

10. **The course was formatted using the following Course on Reserve recommendations:**
    a. **Notice**
    b. **Syllabus**
    c. **Calendar**
    d. **Lessons – using layout**
        Instructor Notes
        To Do List
        Course Content
        Assignments
        Discussion
        Project
	N/A for 2010

Dean's Comments

Material for this evaluation form was taken in part from the Community College of Baltimore County's *Procedures for Evaluation of Online Faculty Teaching (Draft)*