**Distance Learning Classroom Observation Form**

**Requirements for Teaching Distance Learning Classes**

The instructor is required to:

1. Evaluate and return graded assignments in a timely manner and provide feedback on assignment to facilitate student preparation of future assignments.

2. Describe the evaluation process, including how assignments are scored and final grades determined.

3. Maintain a list of active resources and links to appropriate online resources within the course shell.

4. Keep a record of all graded activities in a secure, private, and accurate manner.

5. Respond in a timely manner to questions regarding the course or learning materials:

* within a 48-hour period on weekdays
* daily during the first week of the term.

6. Provide and facilitate a forum for student questions.

7. Design learning activities that promote CGCC core learning outcomes.

8. Where appropriate, encourage student-student collaboration and interaction.

9. Faculty who teach online classes are required to have regular and substantive interaction (RSI) with students within the learning management system and to provide RSI documentation in the form of a hidden page within the course shell.

**Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Online teaching expectations, 1 lowest, 5 highest** | **1** | **2** | **3** | **4** | **5** |
| 1. Evaluates and returns graded assignments in a timely manner and provides feedback on assignment to facilitate student preparation of future assignments. |  |  |  |  |  |
| 2. Describes the evaluation process, including how assignments are scored and final grades determined. |  |  |  |  |  |
| 3. Maintains a list of active resources and links to appropriate online resources within the course shell. |  |  |  |  |  |
| 4. Keeps a record of all graded activities in a secure, private, and accurate manner. |  |  |  |  |  |
| 5. Responds in a timely manner to questions regarding the course or learning materials: within a 48-hour period on weekdays / daily during the first week of the term. |  |  |  |  |  |
| 6. Provides and facilitates a forum for student questions. |  |  |  |  |  |
| 7. Designs learning activities that promote CGCC core learning outcomes. |  |  |  |  |  |
| 8. Where appropriate, encourages student-student collaboration and interaction. |  |  |  |  |  |
| 9. For online classes, the RSI document is present and the information verified. |  |  |  |  |  |

Comments by Reviewer:

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Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_