Marin Community College District

INSTRUCTIONAL PERFORMANCE DISTANCE EDUCATION (DE) OBSERVATION FORM

• Evaluator will indicate which items appeared during the observation by checking the appropriate line.

• The evaluator is expected to know how to access required to know how to use the Learning Management System (LMS) hardware and/or software for the DE course under observation.

• This observation is limited to the same amount of time as the on-campus section of the same course. If no equivalent on-campus section, then the observation is limited to 50 minutes.

• All DE observations will be from the perspective of the student where hardware, software or other LMS materials are involved.

Check if Observed

COMMUNICATION INSTRUCTIONAL GOALS

______ provided outline of course objectives

______ related instruction to course goals

______ disclosed social and or intellectual importance of definitions, processes and/or issues under examination

METHODS OF INSTRUCTION

______ presented material in an organized manner

______ compare/contrast concepts, definitions, evaluations, processes, theories, etc.

______ provided examples of material under consideration

______ provided causal analyses and application theory

______ supervised use of information service technology

______ questioned students

______ answered questions

______ was receptive to student questions

______ encouraged student participation

______ requested student feedback

Notes and Comments
EXPEDIENCY OF COMMUNICATION

uses one or more of the following resources to initiate and maintain contact with students:
e-mail
meetings
phone contact
voicemail
written correspondence
message board
chat room
teleconferencing
podcasts
webcast
instant messaging
announcements in the LMS
timely feedback for student work
instructor-prepared online lectures
introductions to any publisher-created materials
other

Approved by District: (Sign)_________________________ Date:____________________
(Print)________________________________________

Approved by UPM: (Sign)_________________________ Date:____________________
(Print)________________________________________