

Please refer to Online Course Evaluation Procedure document before completing this form.

MONTGOMERY COLLEGE INSTRUCTIONAL FACULTY PERFORMANCE REVIEW

ALTERNATE FORM B: Distance Education Course Observation

Name of Faculty Member _____
Course/CRN _____

Name of Observer _____
Length of Time of Observation _____ Date _____

Materials Provided for Observer (as appropriate)

a. Syllabus

b. Handouts

c. Other

Observer Lists Instructor Activities (these may include activities that are not completed in real time. See Online Course Evaluation procedures document for examples) [Complete with faculty member.](#)

Observer Lists Student Activities. [Complete with faculty member.](#)

Instructional Delivery

A. Evidence of Planning (For example, is there evidence that the instructor has planned objectives with learner outcomes; planned instruction to achieve objectives; is prepared with appropriate materials; designed the site to facilitate student navigation; has provided information about appropriate student support services?)

Observations

B. Implementation (For example, does the instructor implement the planned procedure in a timely and logical sequence; foster higher level thinking skills; vary teaching strategies and materials to address learner needs; motivate and involve students; evaluate learner progress and provide feedback; provide closure and preparation for next unit/module?)

Observations

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**FORM B: Course Observation
(Continued)**

<p>C. <u>Classroom Management and Climate</u> (For example, does the instructor organize instructional learning time and use appropriate pacing; organize and utilize technological tools [for example email, discussion boards, Web pages, slide presentations, graphics, etc] and materials effectively; manage student behavior to enhance learning; create a positive learning climate, communicate enthusiasm and respect; use effective communication skills to enhance learning and respond to students in a timely fashion)</p>	<p>Observations</p>
<p>D. <u>Mastery of Subject Matter/Discipline</u> (For example, does the instructor present accurate and current information on concepts and skills; provide meaningful definitions, examples and applications related to the content; answer questions correctly or direct learner to appropriate sources; demonstrate the ability to use the platform and tools?)</p>	<p>Observations</p>
<p>Other General Observations:</p>	
<p>Suggestions:</p>	

Meeting to discuss the observation was held on _____.

Signature of Faculty Member*

*Signifies only that the faculty member has read the report and does not necessarily imply concurrence with judgments made.

Signature of Administrator/Faculty Colleague