



Online Course Observation Form

Instructor: _____ Department: _____ Date: _____ Time: _____
Course #: _____ Course Title: _____

Observed by: _____

Section 1. Student centered course content

Preparing students for successful participation in the course activities

Components	Yes or No?	Comments
Instructor provides a thorough description of the course and introduce students to the course and the online format		
Learner requirements such as basic technology needs and participation expectations are described		
Practice use of tools and community-building activities are planned and included to enhance students for learning. (e.g., the instructor created a welcome page or video introducing students to the course)		
Other:		

Section 2. Evidenced based assessment of student learning

Activity and assessment alignment with student learning outcomes is reflected in the course design

Components	Yes or No?	Comments
Learning outcomes are communicated		
A variety of activity and assessment opportunities are included		
Learning activities and assessments are aligned with learning outcomes		
Both formative and summative assessment opportunities are part of the course design		
There is transparency in course assignment descriptions, including clarity in grading schemes or rubrics		
Student workload seems appropriate to course level and duration		
Other:		

Section 3. Student engagement

It is clear that student engagement is expected and opportunities for interaction with the content, peers and instructor is included in the course design

Components	Yes or No?	Comments
There are opportunities to interact with and seek guidance from the instructor		
Multiple opportunities to participate in learning community activities or peer-to-peer sharing are provided		
Learning is appropriately scaffolded, guiding students toward increasingly independent learning and application of relevant skills		
There are opportunities for student reflection on learning and feedback from the instructor is given following these assignments		
Other:		

Section 4. Intentional organization and design

The instructor's design and choice of technology effectively deliver course content and support student learning in an online environment

Components	Yes or No?	Comments
The navigation and structure of the course is user friendly and easy for students to follow		
Tools and media formats selected support the course learning outcomes		
Guides and protocols for the use of the course tools are provided		
Other:		

Section 5. Clarity in instruction and evaluation

Components	Yes or No?	Comments
Instructor's syllabus policies, textbooks, resources, and expectations for participation are clear		
If a student needs assistance, there is a clear path for how to obtain support		
Instructor provides clarity in instruction and evaluation practices		
Other:		

Section 6. Overall comments:

Considering the course as a whole, provide feedback on the following:

- In what aspects of the course do you see the four pillars of the [definition of teaching excellence](#) at Texas Tech reflected (Student-Centered, Intentional, Evidenced Based and Engaging)?
- Are there strategies or resources that you would recommend for enhancing the design of this course?
- Final comments or observations:

This work is a derivative of Online Course Observation Form, developed by the [Center for Excellence in Learning and Teaching \(CELT\)](#) at [Iowa State University](#) (retrieved on September 30, 2024) from <https://celt.iastate.edu/prepare-and-teach/improve-your-teaching/peer-review-of-teaching/>.