



**Online Observation Form Asynchronous  
Class (updated: 9/29/2020)**

Date of the observation:

*(The PSC-CUNY contract requires that this must be within the first ten weeks of the semester; the Instructor must have at least 24-hour notice of the observation)*

Course number and name:

Number of students registered:

Instructor:

Observer:

Date of the post-observation meeting:

*(The PSC-CUNY contract requires that this must be within one week of the observation)*

Signature of the Instructor:

Signature of the Observer:

Additional comments/response from the Instructor:

**Scale: 0 = NA or unable to make a determination, 1= Strongly Agree, 2 = Agree,  
3 = Disagree, 4 = Strongly Disagree**

**Organization and Presentation**

1. The presentation of the course is detailed enough to understand the structure of the course:
2. It is easy to find:
  - a. information about how the course is organized and taught including information about the software and technology that will be needed:
  - b. information about how the course is assessed:
  - c. a schedule:
  - d. appropriate information about academic integrity, discrimination policies, accessibility, etc.:
3. All of the menus and links that I tried were active:
4. It is clear how the instructor and students communicate e.g. via email, via an announcement or comment link, via comments on written work, etc:
5. For any 3 or 4 response you gave, please give more details:

## **Content and Pedagogy**

1. The content and goals of the course are clear:
2. Assessment in the course aligns with these goals:
3. The course is designed in a way that promotes student interaction and engagement:
4. The course utilizes technological tools effectively to foster student interaction and learning:
5. For any 3 or 4 response you gave, please give more details.

## **Direct Observation**

Describe and evaluate any student/teacher or student/student interactions you were able to view, e.g. chatrooms, discussion boards, etc. In addition to anything else you might say, please speak specifically to (i) content (quality and relevance), (ii) pedagogy, (iii) student engagement/interactions, and (iv) the timeliness of the responses/interactions.

## **Overall**

1. Based on what you were able to read and observe, was this observation:
2. Please add any further comments, particularly if your overall evaluation is Unsatisfactory.