



**Online Observation Form**  
**Synchronous 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 attending:

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 online presentation of the course is detailed enough to understand the structure of the course:
2. All of the menus and links that I tried were active:
3. It is clear how the instructor and students communicate offline e.g. via email, via an announcement or comment link, via comments on written work, etc:
4. For a Zoom class in particular, proper security precautions were taken. In particular, access to the class is limited by a password and/or waiting room, and Private Chat is disabled:
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**

Please describe and evaluate the class meeting that you were able to view. In addition to anything else you might say, please speak specifically to (i) content (quality and relevance), (ii) pedagogy, and (iii) student engagement/interactions. (*Remember that to comply with the PSC-CUNY contract, a class observation must last the entire class.*)

## **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.