UNION COLLEGE
EVALUATION INSTRUMENT FOR ONLINE COURSES

Professor/Instructor _____
Course _____
Term _____   Year_____
Is course entirely online or a hybrid (blended)_____
If hybrid (blended), what percentage of contact time is online? _____
What percentage of the course was designed by the professor/instructor teaching it? _____
Course Enrollment _____

Type of evaluation (self or administrative) _____

Instructions: Express your opinion about the manner in which the course was conducted. Use the scale below with A being the highest rating and D being the lowest. Use E if you do not have sufficient knowledge or information to form an opinion on the matter. Whenever possible, offer comments to explain rating.

Rating Scale

A	B	C	D	E*
Strongly Agree	Agree	Disagree	Strongly Disagree	N/A

* If N/A, explain why.

1. Course requirements are clearly delineated.
   Comments:

2. Institutional policy on cheating and plagiarism are clearly explained at the start of the course. Note whether professor/instructor has own policies beyond those of the institution.
   Comments:

3. Development of learning skills is discussed *throughout the course*.
   Comments:

4. The professor/instructor creates a welcoming, safe, and nurturing online
   environment. Example: use of "light-hearted" exercises to help students begin
   interacting with one another.
   Comments:

5. The professor/instructor creates an equitable learning environment for all
   students.
   Comments:

6. The professor/instructor uses a variety of communication techniques to provide
   for greater empathy and personal approach.
   Comments:

7. Website is organized to enable students to interact with the content, other students, and instructor.
   Comments:

8. Activities are structured in a manner which provides an effective framework for meeting the pedagogical objectives of the course. (The learning outcomes the course intends to achieve fit the course structure.)
   Comments:

9. Deadlines are flexible enough to motivate students, maintain communication, and allow for technical problems.
   Comments:

10. Discussion forums encourage open and honest dialogue.
    Comments:

11. Students are provided opportunities to collaboratively construct knowledge based on multiple perspectives, discussion and reflection.
    Comments:

12. Professor/instructor provides students with continuous feedback and frequent support. (In comments, note the average number of contacts between instructor and students over the duration of the course.)
Comments:

13. Professor/instructor provides opportunities for students to ask questions which insure accuracy of understanding.
Comments:

14. Professor/instructor provides opportunities for students to articulate and revise their thinking to insure accuracy of knowledge or knowledge construction.
Comments:

If this is a self-evaluation, provide hardcopy materials when possible to support opinions or comments.

Questions for evaluator:
Did you have a preliminary conference with the professor before your visit to the online course or review of materials generated by the course?

Did you have a follow up conference to discuss results of self and administrative evaluations?

To be signed after the conference between the evaluator and faculty member:

Faculty member _____   Date _____
Evaluator (title) _____   Date_____