

Instructor Self- Review – Online Course

Instructor:

Term:

Course Title:

Course Number:

Section:

The Self-Review is a detailed feedback form completed by each instructor to provide reflection on the personal experience with a course. The purpose of this self-review is to help pinpoint strengths and weaknesses as an instructor; thus, it is important that you honestly and carefully critique your own performance. The ratings (good or bad) will not be used to penalize the instructor in any manner. Southeastern Technical College (STC) is requiring that online instructors select one online course to review each fiscal year. The completed form should be given to the Dean immediately following each semester.

Insert an “X” or a checkmark “✓” under Excellent, Satisfactory, or Needs Improvement for each opinion statement.

Course Organization

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
The course content and assignments are aligned with TCSG curriculum standards, identified student learning outcomes, and/or nationally accepted standards for those courses whose outcomes lead to certification.				
The learning outcomes are the same as the traditional offerings of the course. The content and assignments are of sufficient rigor, depth and breadth to teach the standards and				

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
identified student learning outcomes. (If the course being reviewed is not offered in the traditional format, please indicate in the comments.)				
I was effective in reinforcing the learning outcomes of the course.				
I explained all activities and assessments clearly.				
I conducted the course according to the expectations outlined in the syllabus.				
Work requirements, grading scale, and feedback schedule were clear and consistently followed from the beginning of the course.				
I was consistently well-prepared and organized for class.				
My additions to the course content were clearly related to the learning outcomes and integrated logically with the rest of the course content.				
The course was conducted so that students know on a daily/weekly basis what is expected of them.				

Instruction

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
I made good use of examples and illustrations.				
I reinforced important points in information resources (lectures, discussion, etc.).				
I was able to explain concepts clearly and effectively.				
I broadened students' understanding and ability to apply the subject matter.				
I frequently discussed recent developments related to the subject matter.				
Course content was free of spelling and grammatical errors.				

Interaction and Discussion

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
I responded to student inquiries within the specified time period indicated on the course syllabus.				
I communicated clearly via email, course messages, or discussion postings, modeling the types of interactions expected in an online course.				

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
I was able to lead online discussions, synthesize student posts and encourage continued dialogue.				

Assessments, Grading and Feedback

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
I provided helpful, timely instruction on all activities and assessments, helping students prepare to successfully complete assignments.				
My evaluation of students' work was constructive, focused on continued learning, and reflective of the assessment expectations/criteria communicated.				
Exams and assignments were returned promptly so that learning was reinforced.				
I provide feedback on assessments in a timely manner.				
I suggested specific ways students could improve.				
I identified strengths in student work.				
I kept students informed of their progress.				

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
The grading scale was clearly explained in the syllabus and rubrics (or general grading criteria).				
Students' grades accurately represented their performance in the course.				

Classroom Climate

Opinion Statements	Excellent	Satisfactory	Needs Improvement	Comments
I promoted positive interaction.				
I was sensitive to student difficulty with course work, providing extra attention, and resources when appropriate.				
I was easy to communicate with and available for consultation.				
I provided individual help when students needed it.				

Instructors are one of the most valuable sources for information about the quality of the course curriculum and effectiveness of instructor training and support. As such, the following questions will be used to provide insight on curriculum enhancement and creation of ongoing professional development opportunities. Please use these questions as a vehicle to critically examine your experiences in these areas.

Please consider these follow-up questions carefully:

Describe one or two aspects of your instruction this term (interaction with students, facilitation of weekly threaded discussions, supplemental content additions, etc.) that you feel are indicative of your strengths as an online instructor.

Describe your plans for improving your facilitation of this course and encouraging your overall professional growth as an online instructor.

Instructor Signature

Date

Dean Signature

Date

Comments by Dean:
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Reference

Online Journal of Distance Learning Administration, Volume VIII, Number III, Fall 2005.