**Peer Review Form**

Instructor evaluated _______________________________________________________

Course ____________________________ Number of students enrolled_______________

Date ___________________

Evaluator(s) _____________________________________________________________

**Purpose.** The purpose of this classroom observation is to improve instructor performance.

**Instructions.** Please consider each item carefully and assign the highest scores only for unusually effective performance. The observer(s) should take a reasonable amount of time to look of the online course. If is suggested that the observer(s) arrange both pre- and post-review meetings with the instructor.

**Characteristics of Useful Feedback:** Useful feedback is:

- Descriptive rather than judgmental. This helps prevent defensive responses.
- Specific rather than general.
- Focused on behavior rather than the person.
- Focused on helping rather than hurting.
- Focused on behavior that the teacher can do something about.
- Actively sought by the teacher.
- An amount of information that does not overload the teacher.
- Focuses on "what" or "how" (observed behavior) not "why" (why involves inference and motives that can bring resentment rather than learning).
- Clearly communicated and can be rephrased by the receiver. Easy-to-understand language is used.
- Shared within 3-7 days of the observation.
- Provided with opportunities for further discussion.
- Provided with clear suggestions about improvement that can be generated by the teacher based on questions by the observer.
- Based on the observations, so that any constructive criticism is justifiable.
- An opportunity to learn!
<table>
<thead>
<tr>
<th>Highest</th>
<th>Satisfactory</th>
<th>Lowest</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>NA</td>
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1. Defines objectives for the class presentation.
2. Effectively organizes online activities to meet the objectives of the class presentation.
3. Uses instructional methods encouraging relevant student participation in the learning process.
4. Uses online course tools effectively.
5. Demonstrates enthusiasm for the subject matter.
6. Communicates clearly and effectively to the level of the students.
7. Explains important ideas simply and clearly.
8. Demonstrates command of subject matter.
9. Responds appropriately to student questions and comments.
10. Encourages critical thinking and analysis.
11. Overall rating

What specific suggestions would you make concerning how this particular class could have been improved?

Other comments: