



Quality Course Teaching & Instructional Practice

STUDENT ENGAGEMENT

0 = Emerging

1 = Accomplished

2 = Exemplary

CLASS DISCUSSION AND ENGAGEMENT (16 POINTS)

SCORE

1	Discussions are meaningful, aligned with course learning outcomes, and provide opportunities for critical thinking.	
2	Instructor provides clear explanation of how the class discussion will be used.	
3	Instructor clearly states expectations for participation in discussion forums and other class communication.	
4	Instructor promotes students' awareness of other perceptions or perspectives.	
5	Instructor demonstrates presence by engaging actively and frequently throughout the course.	
6	Instructor posts critical, reflective questions for discussion forums.	
7	Students are expected to post discussion responses as well as interact with classmates and the instructor.	
8	Class discussion boards are designed to facilitate student-to-student interactions.	

BUILDING COMMUNITY (24 POINTS)

SCORE

1	Instructor provides a space for students to post an introduction and share appropriate parts of their personal life to develop the online learning community.	
2	Instructor develops an appropriate personal conversation style for the audience.	
3	Instructor creates a safe climate for collaboration.	
4	Instructor creates an inclusive, supportive, and engaging climate, with a variety of methods such as using learners' names often.	
5	Instructor creates a positive, motivating and encouraging environment.	

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6	Instructor encourages students to be candid, yet respectful of others.	
7	Instructor uses inclusive language, such as we, you, our.	
8	Instructor provides activities/assignments that foster student interaction.	
9	Instructor provides clear and specific course expectations for community in assignments/discussion forums.	
10	Instructor facilitates positive communication with students.	
11	Instructor creates and promotes respectful interaction.	
12	Expectations are communicated for participation or engagement with peers.	

COMMUNICATION (30 POINTS)

SCORE

1	Instructor provides ongoing and meaningful communication.	
2	Instructor models effective communication techniques and netiquette.	
3	Instructor uses a positive, supportive tone in all communications to describe course content and for interpersonal communication.	
4	Instructor provides clear, useful, and constructive feedback to students.	
5	Instructor provides prompt feedback.	
6	Instructor specifies times when students can expect instructor feedback.	
7	Instructor messages are clear and appropriate.	
8	Instructor sends introductory welcome email message.	
9	Instructor uses announcements effectively and appropriately.	
10	Instructor communicates to students what they should know in order to focus on learning.	

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11	Instructor promptly returns all phone calls and emails in compliance with the course communication policy.	
12	Instructor shows strong desire to assist students in performing successfully in the course.	
13	Instructor informs students when he/she will be out of contact and provides an alternative for students to receive assistance.	
14	Instructor encourages students to contact instructor when questions arise.	
15	Instructor requires college level writing and communication in all written work and course participation, including email and class discussions.	
70 Total Possible Points		