

**BEVILL STATE COMMUNITY COLLEGE  
CLASSROOM OBSERVATION FORM – WEB-BASED**

Instructor: \_\_\_\_\_

Class Name: \_\_\_\_\_ CRN: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Campus: \_\_\_\_\_

The following is an observational evaluation of your web-based class on the date listed. Your Division Chair or Associate Dean will be glad to discuss any aspect of the evaluation with you. This evaluation will be utilized as part of the faculty evaluation process.

Item for Analysis	Agree	Disagree	No Basis for Rating
1. The official College syllabus is posted.			
2. The class schedule/calendar is posted.			
3. The instructor contact information is prominent.			
4. The written material appears clear and concise.			
5. The student-to-student interaction is encouraged by creating a learning community.			
6. The instructor uses tools to provide prompt feedback (Example: My Grades, My Progress).			
7. The instructor returns emails within 24 hours (except for holidays and weekends).			
8. If the instructor provides online office hours outside of normal business hours, these office hours are conducted at the posted time.			

**Evaluator's comments (State rationale for all items rated *disagree* and include suggestions for improvement):**

\_\_\_\_\_  
\_\_\_\_\_

Instructor's response: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College-wide Associate Dean

\_\_\_\_\_  
Date