OCEAN COUNTY COLLEGE
Record of Online Instruction
For Adjunct Faculty and Part-time Teacher Online Instruction - # 3112.2DL

Instructor's Name:	
Course Title and Section:	
Number of Students Enrolled:	
Date of Evaluation:	
Name of Evaluator:	

Criteria	Evaluation			
I. Course Management	**Yes**	**Infrequent/ Partially**	**No**	**Comments**
Has the instructor adequately prepared the course for the start of the semester (added an instructor bio, provided due dates for all assignments and assessments, updated the course schedule, and provided a welcome announcement)?				
Has the instructor notified students about the deadline for participating in the course?				
Does the instructor respond to student emails in a timely manner (24 hours Monday through Friday or 48 hours over the weekend)? *All written communication with students should occur in Canvas.*	N/A	N/A	N/A	N/A
Does the instructor log into the course multiple times a week?				
II. Teaching Mechanics	**Yes**	**Infrequent/ Partially**	**No**	**Comments**
Does the instructor communicate with students in a professional and respectful manner?				
Does the instructor grade assignments and assessments in a timely manner (one week maximum in 15-week terms and in alignment with the pace of modules in accelerated terms)?				
Does the instructor post on several days throughout each discussion?				
Does the instructor promote critical thinking skills in discussions and grading feedback?				

II. Teaching Mechanics	Yes	Infrequent/Partially	No	Comments
Does the instructor use a combination of rubrics and detailed, individualized feedback when grading assignments?				
Does the instructor address issues of plagiarism?				
Does the instructor attempt to help students who are having difficulty in the course?				
Does the instructor attempt to supplement the course with useful content (example: links to content-related websites)?				
Does the instructor use multiple forms of media to communicate with all students (examples: Gradebook, Canvas email, discussion boards, announcements, student retention software)?				

Evaluator's Comments:

Instructor's Comments:

Signatures:	Date:
Evaluator's Signature:	
Instructor's Signature:	