



Department of Career and Technical Education

Online Course Evaluation Rubric

SCHOOL:	PROGRAM:	DATE:
INSTRUCTOR:	EVALUATOR:	

Benchmark	Infancy 1	Evolving 2	Proficient 3	Exemplary 4
1. Course description, objectives, syllabus, announcements, docs, assignments clearly defined				
2. Pre-requisites are clearly identified				
3. Coursework provides high level of hands-on activities				
4. Course delivery is asynchronous				
5. Collaborative learning is present. (group chats, team projects, netiquette guidelines provided)				
6. Does instruction reinforce the application of relevant and rigorous academic content that is aligned with state standards and articulated with postsecondary institutions				
7. The instructors provide adequate time for interaction with students on a regular basis				
8. Adequate hardware, plugins, logins/passwords, bandwidth, and software are present				
9. A Learning Management System is utilized for course delivery				
10. The instructor maintains adequate qualifications to teach course				
11. Instructor is provided appropriate access to online training and methodology				
12. Does the instructor participate in career and technical education conferences, professional development meetings or other types of training and is the teacher a member of related state and national professional education associations				
13. Are students and parents/guardians given, in writing, the program's goals and objectives and career opportunities prior to enrollment				
14. Have appropriate measures been taken to protect students and instructors from online security risks				
15. Are recommendations from an advisory committee acted upon and/or incorporated into the course				
16. Is each student provided the opportunity to attend and participate in local, state, and national leadership, career and personal development activities? Example: CTSO's				
17. Does each student have the opportunity to participate in work-based learning related to program objectives				
18. Are strategies in place for recruitment and retention of nontraditional students				
19. Feedback concerning grades and assignments is given frequently and timely YES/NO				
20. Enrolled students have access to support services and learning resources YES/NO				
21. Proctors are provided for exams where appropriate YES/NO				
22. School utilizes evaluation results from all students for continuous Improvement YES/NO				