

6/96

date 3/21/16

NEW YORK CITY COLLEGE OF TECHNOLOGY
OF THE CITY UNIVERSITY OF NEW YORK

FACULTY CLASS ROOM OBSERVATION REPORT

Year 2016

Untenured
 Tenured

Department HUMANITIES

Course/Section COM 3401 /

Name of observee LEE, DAVID
Last Name, First Name

Rank ASSIST. PROF.

Name of observer DELI LKAN, ANN
Rank CHAIR/ASSOC. PROF.

Date of Observation 3/21/16 Room N 1020

Lesson Topic & Brief Summary "Best + Worst Jobs" - writing prompt - to
raise awareness of role of communication in professional environments, + of
barriers to communication

Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.

1. CLASSROOM MANAGEMENT (prompt start, efficient attendance check):

Satisfactory Unsatisfactory

Attendance was taken as students entered, but first exercise (writing prompt) had already been assigned, to maximize utilization of time. See comments in specific recommendations for improvement, though

2. PROFESSIONAL TRAITS (professional appearance and demeanor, clarity, volume, and pace of speech; establishment of rapport with students)

Satisfactory Unsatisfactory

Prof. Lee is comfortable communicating with his students & they respond in kind. He has established a tone of mutual respect in his classroom by modeling it.

3. SUBJECT MASTERY (accuracy of presented material, use of appropriate terminology, competence in use of equipment)

Excellent Very Good Satisfactory Unsatisfactory

Dr. Lee demonstrated full mastery of his subject matter. Very nice discussion of barriers to communication, with concrete examples that keyed into students' own cultural/professional backgrounds. Good discussion of Organizational Patterns, Success, Breakdowns. Group discussion yielded good suggestions from students.

4. ORGANIZATION AND DEVELOPMENT OF MATERIAL (clear statement of objectives, logical sequence, budgeting of time, review, summary, and outside assignments as appropriate)

Excellent Very Good Satisfactory Unsatisfactory

① Set w/rtg assignment for students. Modeled response by sharing his own experiences. Used students' responses to hot aspects of comm. in the workplace.

② General discussion of uses of comm. + the barriers to it. Excellent use of Socratic method to elicit student responses. Good use of knowledge of students' backgrounds (as gleaned fr. their res. already submitted) to keep examples meaningful to them. Perhaps more internal summaries by students, to keep them contributing?

③ Grp Assignment (reading newsp. abt comm.) + organiz^t dysfunction - were groups to discuss material? If so, prompt them to. 2 groups sat in silence for 9 minutes. Were they going to have to present outcome of discussion?

5. PRESENTATION OF MATERIAL (level and clarity of presentation, appropriate use of learning aids)

Excellent Very Good Satisfactory Unsatisfactory

Ppt presentation kept visual field engaging, without detracting from speaker as focal point. Excellent examples of self-organizing systems, of fractals, etc. + nice lead-in to size of social networks as it relates to job searches. Group ex. to establish concepts covered in lecture thus far. Dr. Lee moved from group to group to check on discussions.

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POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 3/22/16

Observation date 3/21/16

Candidate's Name David Lee, Ph.D.

Department Humanities

Representatives Present _____

Course & Section com 3401/0399 Name of Observer Ann Deblkau

Name of Observee David Lee

Date Observation Filed _____ with Chairperson _____

P&B member or other assigned by chairperson _____

(Attach additional pages if necessary.)

Signed _____ Title _____

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.

Staff Member's Signature  D. Lee