

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 4/9/19

Observation date 3/28/19

Candidate's Name Dr David H. Lee

Department Humanities

Representatives Present _____

Course & Section COM3401/Sx# 4E86 Ann Delilkan
Name of Observer

Name of Observee David Lee, Ph.D.


Date Observation Filed _____ with Chairperson _____

P&B member or other assigned by chairperson _____

(Attach additional pages if necessary.)

Signed Ann Delilkan, Assoc Prof +
Title Chair

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 4/9/19
6/96 date

NEW YORK CITY COLLEGE OF TECHNOLOGY
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FACULTY CLASS ROOM OBSERVATION REPORT Year 2019

Untenured

Tenured

Department HUMANITIES Course/Section Com 3401 SxH E86

Name of Observee Lee, David Rank Assistant Prof
Last Name, First Name

Name of Observer Deilkan, Ann Rank Associate Prof

Date of Observation 3/28/19 Room N1107

Lesson Topic & Brief Summary Mock interviews ; Final presentation
outlines ; Powerpoints ; impromptu speeches.

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

(I'm afraid I missed roll call as I missed the first 4 min. of the class.)

Class was focused & engaged. Many spoke up to pitch in during broader discussion - a testament to Prof Lee's having established an appropriate environment for learning & exchange of ideas

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

Satisfactory

Unsatisfactory

Prof Lee has a seemingly effortless ability to command & keep his audience's attention. He speaks clearly, makes excellent eye contact, uses space very well, & employs just the right amount of humor to keep material engaging.

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

Excellent () Very Good () Satisfactory () Unsatisfactory

Coverage of material to prepare for final presentations was substantial & usable & specific - + appropriate for the time involved, with last reminders at the close of class.

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 ~~Outline~~ Looking ahead at upcoming assignments
- ② Powerpoint errors + tips - this was timely correction for this stage of the semester, following a prior assignment involving ppt use.
- ③ Outline feedback (including topic selection, + scope of info, (Citations) (paraphrasing) (not confuse informing with persuading))
- ④ Some preview of persuasive speech components.
- ⑤ Impromptu speeches, with immediate feedback from the class

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

Excellent () Very Good () Satisfactory () Unsatisfactory

Material was conveyed comfortably + supported by carefully-prepared visuals, which themselves modeled one of the outcomes students are expected to achieve. Good moment to heighten awareness about avoiding plagiarism, + through multiple examples.

6. **STUDENT-INSTRUCTOR INTERACTION** (relevance, variety, and clarity of questions, appropriate recognition of student contributions)

Excellent () Very Good () Satisfactory () Unsatisfactory

Students were relaxed and responded readily to multiple questions the instructor threw out throughout the lesson, to keep audience engaged. Student contributions were acknowledged immediately + warmly.

7. OVERALL EVALUATION (categories 1 through 6)

- Excellent
- Very Good
- Satisfactory
- Unsatisfactory

A great pleasure!
Lesson was remarkably
well-prepared; time was
used to the maximum,
without any ^{undue} pressure on
students. Group feedback

to individual speeches was constructive +
needed no prompting - VVV

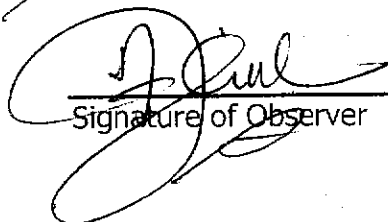
8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (use additional pages if necessary)

Minimal:
Try to call on some of the quieter
students as the lesson wears on.

I have read and have been given a copy of the above report, and so signify by my signature below. I understand that I may attach additional comments to this document.

 D. Lee
Signature of Observee

4/9/19
date

 Ann Delilkan
Signature of Observer

4/9/19
date