

FACULTY CLASS ROOM OBSERVATION REPORT

Year 2015

Untenured

Tenured

Department Humanities

Course/ Section COM 1330/D343

Name of Observee LEE DAVID

Rank _____

Last Name, First Name

Name of Observer Lienterman, Victoria

Rank ASSISTANT Prof.

Date of Observation Oct 20, 2015 Room N420A

META-COMMUNICATION

Lesson Topic & Brief Summary Power-point lecture on

NON-VERBAL COMMUNICATION, Q & A covering presentation,
SPEECH TO INFORM OUTLINES, "FORTUNE COOKIE" (EXTemporaneous speech)

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

Began promptly. Dr Lee knows class well enough to TAKE ATTENDANCE by sight. GAVE preview of the day's lesson. Praised class for work done in previous class. Reminded class of future assignments.

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

Satisfactory

Unsatisfactory

Looks very well groomed & professional. IS AN exemplar of good presentation skills. Very respectful of students and unusually courteous, setting a good example in civilized communication habits. Dr. Lee mentioned, several times, that he would welcome office visits from students who need EXTRA HELP.

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

Excellent () Very Good () Satisfactory () Unsatisfactory

USED POWER POINT WITH EASE
HAD CREATED THE P.P. & IT SUPPORTED & ENGAGED
CLEARLY HAS EXPERIENCE IN CONVEYING INFORMATION
TOOK CARE TO EXPLAIN THE IMPORTANCE OF FOLLOWING
THE RULES REGARDING REFERENCING SOURCES.

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

Outstanding - Preview & internal summary
HAD AN EXCELLENT RESPONSE TO QUESTIONS & SO
RAN A BIT SHORT OF TIME AS A CONSEQUENCE

"This class is about giving you speaking experience!"

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

Excellent () Very Good () Satisfactory () Unsatisfactory

SEE ABOVE
IS SO FAMILIAR WITH THE SUBJECT THAT DR. LEE
HAS DEVELOPED ANALOGIES & EXAMPLES THAT
ALLOW HIM TO ANSWER WITH CLARITY.

"Fortune Cookie" assignment is original and
inviting

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

Excellent () Very Good () Satisfactory () Unsatisfactory

OUTSTANDING. AS MENTIONED ABOVE DR. LEE HAS
UNUSUALLY GOOD MANNERS & THIS, COMBINED
WITH GENUINE GOOD WILL TOWARD STUDENTS
MAKES FOR A VERY COMFORTABLE, NON-THREATENING
ENVIRONMENT.

Dr. Lee, as a public speaker himself, is clearly emphatic
to the issues (anxiety, etc.) faced by public presenters.
"I really enjoy looking at your outlines."

7. OVERALL EVALUATION (categories 1 through 6)

- Excellent
- Very Good
- Satisfactory
- Unsatisfactory

DR. LEE APPEARS TO BE COMFORTABLE WITH OUR STUDENT POPULATION. HE BRINGS VALUABLE EXPERIENCE TO HIS CLASSROOM. IT IS CLEAR TO THIS OBSERVER THAT HE TAKES PRIDE IN TEACHING A SUBJECT OF VALUE.

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

DR. LEE MIGHT CONSIDER ASKING HIS CLASS TO OCCUPY A SEATING CONFIGURATION THAT MAKES THEM MORE UNIFIED AS A GROUP AND EASIER TO ADDRESS. (LARGE ROOM - CLASS IN BACK ROW: EXTREME RIGHT & LEFT) I THINK THIS WILL MAKE IT EASIER FOR HIS STUDENT SPEAKERS.

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.

Signature of Observee

date

Signature of Observer

date