

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 10/23/18

Observation date 10/17/18

Candidate's Name David Lee

Department Humanities

Representatives Present _____

Course & Section _____
Name of Observer Denise Scannell

Name of Observee David Lee

Date Observation Filed _____ with Chairperson _____

P&B member or other assigned by chairperson _____

(Attach additional pages if necessary.)

Signed Denise Scannell Title Associate Prof

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 [Signature] date 10/25/2018
6/96

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

FACULTY CLASS ROOM OBSERVATION REPORT

Semester/Year: Fall 2018

Untenured

Tenured

Department: Humanities

Course/Section: COM 1330/D380

Name of Observee: Lee, David

Rank: Assistant Dr.

Name of Observer: Denise Scannell

Rank: Associate Dr.

Date of Observation: 10//17/18

Room: N420B

LESSON TOPIC & BRIEF SUMMARY:

Visual aids and how to "Jazz Up Your Speech" and impromptu activity

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

Class began promptly and attendance was taken at the start. Late entries were documented. The room was set up—computer and Power Point queued. Dr. Lee demonstrated improved command of the classroom during the lecture and the in-class activity. For example, he walked up and down the isles during the facilitated discussion, and provided efficient feedback to each working group. Students were engaged and I didn't see anyone on their cell phone.

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

Satisfactory Unsatisfactory

Dr. Lee dressed appropriate and spoke clearly, with an effective rate and volume. He exhibited a friendly and professional demeanor throughout the class period. The learning environment was supportive, and students were encouraged to ask questions. Overall, I observed a good rapport between Dr. Lee and his students.

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

Excellent Very Good Satisfactory Unsatisfactory

Dr. Lee demonstrated mastery of public speaking and the communication field in general. He is very knowledgeable of rhetoric, persuasion and media, which proved useful when explaining strategies for creating effective and interesting presentational aids. He made several connections

to real life examples while lecturing. He is extremely proficient with technology and learning tools.

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

Dr. Lee began with an overview of the previous lecture. He then opened his lesson with a facilitated discussion on the types and uses of visual aids and some techniques to jazz up a speech (Google fact finder and delivery). Students broke into pairs and worked to create visual aids to support the central statements in the impromptu activity. Each group spent 2-3 minutes presenting, followed by oral feedback from Dr. Lee and classmates. The class ended with a summary and reminders. Overall, the lesson plan was budgeted effectively and the material followed a logical sequence. He did not go overtime or end early.

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

Excellent Very Good Satisfactory Unsatisfactory

Dr. Lee used Power Point slides and sample speech videos to present his lecture material. The material content and the images were well designed, high tech, and appropriately cited. Students seemed to relate well to his use of technology.

6. Student-instructor Interaction (relevance, variety, and clarity of questions, appropriate recognition of student contributions).

Excellent Very Good Satisfactory Unsatisfactory

Dr. Lee knew students by name, and frequently called on them to participate. He walked around and made himself very accessible. He provided a lot of encouragement, such as "right" and "that's good" for their contributions. There was a constant flow of interaction between he and his students. He also drew on previous student speeches as an example of success.

7. OVERALL EVALUATION (categories 1 through 6)

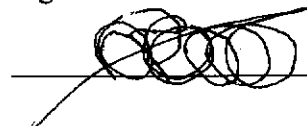
Excellent
 Very Good
 Satisfactory
 Unsatisfactory

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

None at this time

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.

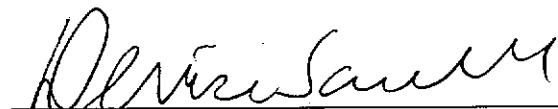
Signature of Observee

A handwritten signature consisting of several overlapping loops, written in black ink above a horizontal line.

Date

10/25/2018

Signature of Observer

A handwritten signature in cursive script, written in black ink above a horizontal line.

Date

10/22/18