

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 3401/505

Name of Observee: Lee, David Rank: Assistant Professor

Name of Observer: Denise Scannell Rank: Associate Professor

Date of Observation: 10/17 Room: N1019

Lesson Topic & Brief Summary: Revisiting our self-definition of communication; Barriers to communication at work; Self-organizing systems; social networks; the strength of weak

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

Prompt start, attendance taken. Slides up with writing prompt at the start of class. Good command of class during, writing prompt, discussion and visual aids. Not so much during the last 15 minutes of class, during group work. The end of class was not recapped or closed down, however, after the in-class activity.

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

Dr. Lee was very professional, in both appearance and demeanor. He spoke clearly and appropriately to students, even when he used humor. He had a calm, friendly tone and good rate of speech. His volume a little low at times. It wouldn't hurt him to project more. Students were engaged and participated throughout the discussion. He demonstrated a nice rapport with them. He knew them all by name.

3. **SUBJECT MASTERY** (accuracy of presented material, use of appropriate terminology, competence in use of equipment)
(X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

I was impressed by Dr. Lee's subject mastery for Business and Professional Com. He introduced concepts and terminology from the Communication field and drew on personal experiences and relevant and timely issues as examples. He had meta examples (examples within the examples). He built upon each student response with ease. I found his lecture very interesting and informative. Dr. Lee is extremely competent with technology. His powerpoint slide demonstrated his mastery of hyperlinks and moving texts.

4. **ORGANIZATION AND DEVELOPMENT OF MATERIAL** (clear statement of objectives, logical sequence, budgeting of time, review, summary, and outside assignments as appropriate) (X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

The lesson was well organized. It flowed well, and easy to follow. He presented the lesson at the start of class and review of material. It was evident that Dr. Lee spent a significant amount of time preparing his lecture material, discussion, and visual aids. He was able to complete each learn goal and activity on his list.

5. **PRESENTATION OF MATERIAL** (level and clarity of presentation, appropriate use of learning aids) (X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

Dr. Lee presented his material through oral discussion, writing prompts, video, powerpoint slides, and group work: A multimedia learning environment. Each step was presented with clarity and student participation. Dr. Lee never got off topic or distracted by student comments that were off topic. The material flowed well and was interesting. Students seemed to enjoy talking and learning about the business world and what will make them successful communicators.

6. **Student-Instructor Interaction** (relevance, variety, and clarity of questions, appropriate recognition of student contributions)
(X)Excellent ()Very Good ()Satisfactory ()Unsatisfactory

I found Dr. Lee to have very good student-teacher interactions. He continued to call on them by name and had no problems getting them to participate. He was both encouraging and yet firm with a student who made an inquiry about his late assignments and attendance. He offered positive feedback throughout the 2 ½ class and genuinely seems to enjoy teaching. *Very good at facilitating discussion.

7. OVERALL EVALUATION (categories 1 through 6)

- Excellent
- Very Good
- Satisfactory
- Unsatisfactory

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

I thought the first half of class was excellent. The break may need to come earlier—half way mark. There was decrease in energy afterward, even though Dr. Lee continued to engage students, the momentum had changed. I recommended that he show more enthusiasm in his tone. I also recommend that he do a quick recap and close down the lesson at the end of class—even if students are working in groups up until the last minute. Also, he needs to stay on top of working groups. Continue to circulate and balance the way he oversees participation, even if one group demands more attention.

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.

 David Lee 10/26/2016

Signature of Observer date

 10/26/16

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 10/20/16

Observation date 10/17/16

Candidate's Name David Lee

Department _____

Representatives Present _____

Course & Section ^{Com} 3461.D505 Denise Scannell


Name of Observer

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  David Lee