

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

**FACULTY CLASS ROOM OBSERVATION REPORT. Spring, 2017**

**Department: Humanities**

**Course/Section** COM 3401, Section HD85

**(x)Untenured ( )Tenured**

Name of observee: David Lee, Assistant Professor

Name of observer: Christopher Swift, Assistant Professor

Date of Observation: 3/28/2017

Room: N1022B

Lesson Topic & Brief Summary:

How to prepare for interviews based on CVs (prepared in advance by students). Student mock interviews were conducted.

**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):  
(x) Satisfactory ( )Unsatisfactory

Class began on time. Prof. Lee didn't take attendance. It's possible that Prof. Lee took attendance silently since he knew the students all by first name. Nearly half the students were absent at the start of class and eight students entered late (up to 35 minutes). See suggestions below about how to manage attendance and lateness more effectively.

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

The professor was well dressed, spoke clearly, and addressed the students with respect. He was well prepared for class. He reminded students to take notes throughout. Prof. Lee used the space very well – moving throughout the classroom and into the seating area to make sure students stayed connected to the class (very important for a 2.5 hour class).

3. SUBJECT MASTERY (accuracy of presented material, use of appropriate terminology,

competence in use of equipment)

Excellent    Very Good    Satisfactory    Unsatisfactory

I have never taught this particular course and I'm not a Communication specialist. Still, I could tell that the information was valuable for the development of communication skills in the workplace. Prof. Lee covered each topic separately and in depth (narrating the story of one's professional life, reframing, typical stumbling blocks, etc.).

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

Prof. Lee had a very clear lesson plan, scaffolding a number of details to create an overall theme to the lecture. Slides contained signposts and fonts were differentiated to maintain organization and focus. Prof. Lee also provided common sense information about preparation for a job interview. Moving from lecture to practical application made sense, of course. Time for feedback and discussion was included.

I think there could have been a little better time management for mock interviews in order to allow more students an opportunity to practice. That said there was plenty to discuss about the students that did perform.

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

Excellent    Very Good    Satisfactory    Unsatisfactory

The slides were excellent. Prof. Lee moved effortlessly through the topics, flipping through slides and using a laser pointer. He had great eye contact and there was a minimal amount of vocal clutter. He also posed interesting questions that required critical thinking in response. Finally – for the mock interview section of the class – Prof. Lee used humor to help interviewees relax. He also played the role of interviewer seriously and realistically.

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

Excellent    Very Good    Satisfactory    Unsatisfactory

Students were attentive and actively took notes. Prof. Lee has an easy manner and occasionally uses humor to engage the students. His feedback was encouraging and positive. The students clearly understood the value of the material being taught. Students raised their hands to ask appropriate questions and they were given complete answers. Students also used appropriate terminology.

7. OVERALL EVALUATION (categories 1 through 6)

(x) Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

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

I suggest that you start taking attendance the minute class starts, every class, without fail. Students learn the rules of the class based on behavior, not always based on syllabus guidelines. I also recommend projecting the attendance sheet on the screen so that students can keep track of their absences and latenesses. This will motivate them to get to class on time. You need to be a stickler in an open way, and this is a gentle but firm way of enforcing the rule.

I suggest that you define words that may be unfamiliar to the students (Pollyannaish, analytics, etc.). Don't back away for challenging vocabulary ... but take advantage of the teaching opportunity.

**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 3/28/17

Signature of observer 

date 3/28/17

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

**POST OBSERVATION CONFERENCE MEMORANDUM**

Date of Discussion: 3/28/17

Observation date: 3/28/17

Candidate's Name: David Lee

Department: Department of Humanities

Representatives Present \_\_\_\_\_

Course & Section: COM3401, Section HD85

Name of Observer: Christopher Swift, Assistant Professor

Name of Observee: David Lee, Assistant Professor


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  \_\_\_\_\_