

date 3/15/18

FACULTY CLASS ROOM OBSERVATION REPORT

Year 2018

Untenured
 Tenured

Department Humanities

Course/Section LOM 3401 H86

Name of observee Loe, David Rank Assoc Prof
Last Name, First Name

Name of observer Ann Delikau
Rank Assoc Prof

Date of Observation 3/15/18 Room N1107

Lesson Topic & Brief Summary Resume + cover letter feedback
9th interviews

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
Prof Loe took attendance directly onto his folder. He expressed a very warm welcome to his class + positive expectations for the class.

2. PROFESSIONAL TRAITS (professional appearance and demeanor, clarity, volume, and pace of speech; establishment of rapport with students)
 Satisfactory
 Unsatisfactory
 Very positive tone throughout. Prof Lee speaks extremely clearly + with helpful inflection. He is extremely respectful of his students, + they seemed relaxed + comfortable about asking questions / contributing to discussion.

3. SUBJECT MASTERY (accuracy of presented material, use of appropriate terminology, competence in use of equipment)
 Excellent () Very Good () Satisfactory () Unsatisfactory
 Extremely practical advice, well-organized
 Excellent stepwise examples of regraming — however simple but clearly reasoned up the students
 Time was used well. Information provided about resources available on campus.
 Helpful handouts () Good interviewing strategies

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 Reminders about assignments + deadlines, demonstrating on screen how to upload material.
 ② Reminders about the day's plan, referencing initial course syllabus (project)
 ③ Read back on resume submissions.
 ④ Job interview preparation strategies.
 ⑤ Most interviews — students evaluated the interview using evaluation form. (Caseyue Manning permitted this ~~extra~~ exercise)

5. PRESENTATION OF MATERIAL (level and clarity of presentation, appropriate use of learning aids)
 Excellent () Very Good () Satisfactory () Unsatisfactory
 Good, lively visuals to accompany lecture + keep audience focused

6. STUDENT-INSTRUCTOR INTERACTION (relevance, variety, and clarity of questions, appropriate recognition of student contributions)
 Excellent () Very Good () Satisfactory () Unsatisfactory
All student contributions were acknowledged promptly + with great encouragement. Students were addressed by name, always.

7. OVERALL EVALUATION (categories 1 through 6)
 Excellent () Very Good () Satisfactory () Unsatisfactory
An excellent class perfectly managed.

8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (use additional pages if necessary)
Call on some of the quieter students in the back occasionally.

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

3/15/2018

date

Signature of observee



3/20/18

date

Signature of observer

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 3/20/18

Observation date 3/15/18

Candidate's Name David Lee

Department Humanities

Representatives Present _____

Course & Section Em3401 Ann Delikan
1182 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 Assoc 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  D. Lee

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm		6:00 pm COM3401 / HE86 N1107 7:15 pm		6:00 pm COM3401 / HE86 N1107 7:15 pm			
7pm							
8pm							
9pm							
10pm							

Total hours assigned: 3.00

COM3401 / HE86 3.00



3/14/2018

David Lee

Spring 2018

COM 3401 Section HE86 meets Thursdays 6:00 to 7:15 pm, N1107

Professor David Lee, Ph.D.

Lesson Plan for Thursday, March 15

Topics for today: Resume & cover letter feedback; Job Interviews

6:00 pm—attendance

6:10 pm—Resume and cover Letter responses

- Focus on being specific and precise, instead of general and vague
- Alternatives to overused clichés
- Adapting the resume and cover letter to the job description

6:30 pm—Job Interviews

- Short video clip about job interviews, followed by discussion question
- Brief lecture on Job Interviews
- Assign Mock Job Interview event happening next week

6:50 pm—Choose three impromptu speakers and provide short break

7:00 pm to 7:15 pm—Impromptu Speeches

