

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion _____

Observation date 03/08/2017

Candidate's Name Jason Ellis

Department English

Representatives Present _____

Course & Section ENG 1131 Aaron Barlow
Name of Observer

Name of Observee Jason Ellis

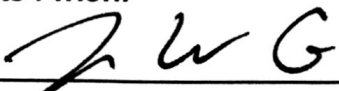
Date Observation Filed _____ with Chairperson _____

P&B member or other assigned by chairperson

(Attach additional pages if necessary.)

Signed  Prof
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  3/8/2017

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

FACULTY CLASS ROOM OBSERVATION REPORT Year 2017

Untenured

Tenured

Department _____ **Course/Section** _____

Name of Observee Ellis, Jason Rank Assistant Professor
Last Name, First Name

Name of Observer Aaron Barlow Rank Associate Professor

Date of Observation 03/02/2017 Room G603A

Lesson Topic & Brief Summary Presentation of aspects of and rationales for
specific types of resume creation.

Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.

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- 1. CLASSROOM MANAGEMENT (prompt start, efficient attendance check):
 Satisfactory Unsatisfactory

Professor Ellis explained the plan for the day quickly and started an attendance check immediately.

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

Professor Ellis has a gentle demeanor that students respond to positively. Though he speaks softly, his voice carries well and students follow his words carefully.

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

The confidence Professor Ellis brings to his classroom is based on clear command of his subject matter, careful preparation and ease with the technological aids he uses.

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

From the start, Professor Ellis explained each step before he took it and then followed with a clear recap. Even the assignment for next class was presented a number of times, each in a slightly different fashion.

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

Using computer projection of an outline along with embedded links that he also brought up on the screen, Professor Ellis ran an organized class that his students followed with close attention.

6. **STUDENT-INSTRUCTOR INTERACTION** (relevance, variety, and clarity of questions, appropriate recognition of student contributions)
Excellent ()Very Good ()Satisfactory ()Unsatisfactory

Given the frequency of raised hands in response to Professor Ellis's questions, the students felt quite at ease with their teacher. The questions were all pertinent to the lesson for the day, the responses apt and teacher reaction appropriate.

7. **OVERALL EVALUATION** (categories 1 through 6)

Excellent
Very Good
Satisfactory
Unsatisfactory

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

None.

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.

JWG.
Signature of Observee

3/8/2017
date

[Signature]
Signature of Observer
1/04

3/8/17
date