

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

POST OBSERVATION CONFERENCE MEMORANDUM

Date of Discussion 5/16/13

Observation date 5/15/13

Candidate's Name JIM BAKATOGLU  
Department ARCHITECTURAL TECHNOLOGY  
Representatives Present \_\_\_\_\_

ARON  
Course & Section 3610 ROBERT ZAGARI JR  
Name of Observer \_\_\_\_\_

Name of Observee JIM BAKATOGLU  
Date Observation Filed \_\_\_\_\_ with Chairperson \_\_\_\_\_

P&B member or other assigned by chairperson \_\_\_\_\_

(Attach additional pages if necessary.)

Signed PAJ 5/22/13  
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 [Signature] 5/15/13  
date \_\_\_\_\_

FACULTY CLASS ROOM OBSERVATION REPORT

Spring  
Year 2013

Untenured  
 Tenured

Department Architecture Technology

Course/Section ARCH 3610/

Name of observee POURATOGLOU, JILL  
Last Name, First Name

Rank ASSOCIATE PROFESSOR

Name of observer ROBERT ZAGAROLI, MD Rank ASSOC. PROFESSOR

Date of Observation MAY 15, 2013 Room VB11

Lesson Topic & Brief Summary FINA PROJECT REVIEW AND

PREPARATION OF 3D MODELS & DOCUMENTS FOR FINA

CRITIQUE OF SEMESTER.

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

ATTENDANCE TAKEN PROMPTLY. CLASS OF  
13 STUDENTS WORKED ALONG SIDE STUDENTS  
USING FACILITY AS LAB TIME. STUDENTS  
WERE ABLE TO WORK ON THEIR OWN AND  
ACCESS PROFESSOR, EASILY, FOR CLARIFICATIONS.

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

PROFESSOR CURATOLOGO SPEAKS LOUDLY & CLEARLY AND IS EASILY UNDERSTOOD OVER THE LAB ROOM BACKGROUNDS NOISE. SHE/HAD DEVELOPED A RAPPORT WITH THEM WHICH IS FRIENDLY, YET FIRM. THERE DOESN'T APPEAR TO BE ANY ANXIETY OR WORRY ON THE PART OF THE STUDENTS EVEN AT THIS DAY

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

Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory  
DESIGN DISCUSSIONS INCLUDES REVIEW OF STUDENT WORK, SPECIFIC THE AREAS OF 'APPROACH', 'VIEWS', 'PATH' AND SUPPORTING TERMINOLOGY WITH TIME FOR QUESTIONS AND ANSWERS. MANUAL, AND DIGITAL PRESENTATION METHOD) WERE DEMONSTRATED EARLY, WITH EASE.

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

PROFESSOR OUTLINED REMAINING WORK DUE THIS SEMESTER. GAVE A DETAILED DESCRIPTION OF FINAL CRITIQUE & EVALUATIONS BY FIVE REVIEWERS WHO EACH REVIEW 'CLUSTERS' OF STUDENT WORK IN ROTATION.

PROFESSOR DIKIGOROPAL JOINED THE CLASS AT THE POINT WHERE ROLES OF BOTH CO-TEACHING PROFESSORS WERE DESCRIBED. THE STUDENTS APPROACHED BOTH PROFESSORS EQUALLY, AND THEY WORKED WELL TOGETHER IN THE CLASSROOM WHEN DIRECTING STUDENTS.

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

Excellent ( ) Very Good ( ) Satisfactory ( ) Unsatisfactory

PREPAREDNESS, PARTICIPATION & TIME MANAGEMENT WAS STRESSED DURING HER LECTURE AND FOR THE UPCOMING CERTIFICATE. JIUU WAS ABLE TO BE SUPPORTIVE AND ALSO FIRM WHEN EXPECTING WORK FROM STUDENTS. AND GAVE 2 STUDENTS ARE STILL REGISTERED IN THE COURSE, A GOOD INDICATION OF CONFIDENCE BY THE STUDENTS IN THEIR ABILITY.

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

SOME QUESTIONS BY FEW STUDENTS WITH 1 OR 2 STUDENTS REQUIRING MUCH LONGER INTERACTION. THE PROFESSOR TOOK THE TIME NEEDED TO ANSWER AND STUDENTS WERE INFORMED AND ENGAGED.

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.

~~Robert Zagnor, Jr.~~  \_\_\_\_\_ 5/15/13  
Signature of observee date

 \_\_\_\_\_ 05/15/13  
Signature of observer /date