



# NEW YORK CITY COLLEGE OF TECHNOLOGY



## POST OBSERVATION CONFERENCE MEMORANDUM

DATE OF

POST OBSERVATION CONFERENCE: 11/26/2013

DATE OF OBSERVATION: 11/12/2013  
COURSE AND SECTION: MAT 1475/D621

OBSERVER: Benakli  
DEPARTMENT: Mathematics  
DISCIPLINE: Mathematics  
RANK OF OBSERVER: Associate

INSTRUCTOR: \_\_\_\_\_  
DEPARTMENT: Mathematics  
DISCIPLINE: Mathematics  
RANK OF INSTRUCTOR: Associate Prof.

OBSERVATION WAS FILED ON \_\_\_\_\_ WITH CHAIRPERSON \_\_\_\_\_  
(DATE) (PRINT NAME)

DEPARTMENT APPOINTMENTS COMMITTEE MEMBER OR OTHER ASSIGNED BY CHAIRPERSON:

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

(ATTACH ADDITIONAL PAGES IF NECESSARY)

N. Benakli  
SIGNATURE OF OBSERVER

11/26/2013  
DATE

K. Poin-  
SIGNATURE OF INSTRUCTOR

11/26/2013  
DATE

\* I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.

IF APPLICABLE<sup>1</sup>

REPRESENTATIVE (PRINT NAME): \_\_\_\_\_

DEPARTMENT/DISCIPLINE: \_\_\_\_\_

RANK OF REPRESENTATIVE: \_\_\_\_\_

REPRESENTATIVE (PRINT NAME): \_\_\_\_\_

DEPARTMENT/DISCIPLINE: \_\_\_\_\_

RANK OF REPRESENTATIVE: \_\_\_\_\_

<sup>1</sup> Article 18 of the Collective Bargaining Agreement



## PEER OBSERVATION REPORT

OBSERVATION DATE: 11/12/2013

TIME BEGAN: 4:00 pm

TIME ENDED: 5:40 pm

INSTRUCTOR: Katherine Poirier

OBSERVER: Nadia Benakli

DEPARTMENT: Mathematics

DISCIPLINE: Mathematics

DISCIPLINE: Mathematics

RANK OF OBSERVER (circle one):

Professor    Associate Prof.    Assistant Prof.    Lecturer

COURSE: MAT 1475

SECTION: D621

BUILDING/ROOM: N 523A

What is the topic of this lesson?

Extreme Values

Provide a brief summary of the lesson:

Find local and absolute extrema of a function on a closed interval. Use the derivative and critical points to locate extrema.

What are the objectives of this lesson? (Objectives must be provided by instructor to the observer prior to observation.)

List them:

- 1) Recognize local and absolute extrema of a function from its graph
- 2) Locate x-values where a function is not differentiable
- 3) Locate critical points
- 4) Determine extrema of functions on closed intervals.

# INSTRUCTIONAL COHERENCE

- + Is the lesson coherent in itself, with a clear focus which is clearly presented and reinforced by the instructor?
- + Does the instructor provide/ elicit enough depth and detail to adequately consider the subject?
- + Is the lesson part of a coherent learning process?
- + Is the pacing of the lesson appropriate to the course and to the students?
- + Are topics/activities sequenced logically?
- + What evidence is there that the class fits in with a series of lessons designed to help students achieve the course objectives?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
1	Introduced the lesson (overview or focusing activity).				●		introduced the lesson with stimulating questions and examples
2	Covered topics in a manner consistent with the departmental course outline.			●			
3	Paced topics or activities appropriately.		●				
4	Sequenced topics or activities logically and with continuity.				●		well organized presentation
5	Skillfully used the laboratory equipment for planned and unplanned learning experiences.					●	
6	Related the lesson to previous or future lessons or assignments.				●		made connections with previous material
7	Summarized or reviewed major lesson objective points.				●		stated objectives for the lesson and constantly referred to objectives

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

## SUMMARY OF INSTRUCTIONAL COHERENCE (MUST BE PROVIDED BY THE OBSERVER)

Prof. Poirier stated the objectives of the lesson after the quiz and announcements. She used different examples and a video as motivations for the lesson.

# TEACHING STRATEGIES

- + What teaching strategies or premises about teaching does the instructor rely on?
- + How is the subject of the class related to the lesson objectives?
- + How effectively does the instructor's teaching help students achieve the lesson objectives?
- + How does the presentation of material, including discussion, questioning, class and group activities, support learning objectives?
- + Is the teaching of critical thinking\* emphasized?
- + Is there good use of examples/explanation to clarify points, including those questioned by students?
- + Are student questions encouraged? Is sufficient time given for students to respond to instructor's questions?
- + Is there opportunity for students to interact so that they may discover, discuss, or apply content points?
- + Are graphics, chalkboard, etc. used effectively?

**IF APPLICABLE:**

- + Does the instructor encourage utilization of available and appropriate laboratory equipment?
- + Does the instructor use hands-on demonstration to properly demonstrate techniques?
- + Was student's laboratory progress checked and timely feedback provided? Were students encouraged to self-assess?

\*Critical Thinking could include any of the following: challenging students to understand complex ideas, analyze, compare/contrast, evaluate arguments carefully considering a variety of perspectives, draw conclusions, synthesize.

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
8	Presented or explained content clearly.			●			
9	Used relevant examples to clarify points.				●		appropriate examples
10	Varied explanations to respond to student questions or need for clarification.				●		used different questions
11	Fostered critical thinking*.				●		active participation
12	Emphasized important points.				●		well-thought-out example
13	Used chalkboard, graphics, visual aids or other enhancements to support presentation.				●		good use of board
14	Demonstrated and ensured use of appropriate equipment for procedure.					●	
15	Encouraged student participation/ questions.				●		active participation
16	Encouraged and assisted student with use of lab equipment.					●	
17	Asked questions to assess student understanding.				●		quiz, pertinent questions
18	Waited sufficient time for students to answer questions.				●		gave students time
19	Provided opportunities for students to interact together to discover/discuss or practice content points.				●		encouraged work in pairs

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

**SUMMARY OF TEACHING STRATEGIES (MUST BE PROVIDED BY THE OBSERVER)**

**Prof. Poirier encouraged active participation and challenged the students with pertinent questions. She started the class with a quiz to assess understanding of previous material.**

# SUBJECT MASTERY

- + Does the instructor demonstrate mastery of the subject matter and understanding of the learning situation (including a sense of the students themselves) in which the subject matter is presented?
- + Is the subject matter and level of analysis being asked of the students of a degree of difficulty suitable to the course?
- + Is the material presented relevant to the purpose of the course?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
20	Presented content at a level appropriate for the students.				●		started with simple examples and increased levels of difficulty
21	Presented material relevant to the purpose of the course.				●		theory followed by several examples and exercises
22	Demonstrated command of the subject matter.				●		appropriate and well chosen examples
23	Explained and discussed results of lab/clinical/studio exercise.					●	
24	Followed theoretical principles and professional experiences to integrate the didactic and lab/clinical/studio application.					●	

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

## SUMMARY OF SUBJECT MASTERY (MUST BE PROVIDED BY THE OBSERVER)

Prof. Poirier presented the material in a well organized and a clear manner. She used different examples with varying levels of difficulty.

# INSTRUCTOR AND STUDENT ATTITUDES AND CHARACTERISTICS

- + Are interactions in the classroom respectful, positive, and educationally productive?
- + Is it clear that both instructor and students are prepared for the class?
- + What evidence is there of interest, enthusiasm, and engagement in activities on the side of the instructor? students?
- + Does the instructor motivate students and encourage student learning in appropriate ways?
- + Does the instructor respond appropriately to student behaviors and concerns?
- + Does the instructor's tone, voice, volume, and inflection contribute to engaging students?
- + Did the instructor provide timely and specific feedback?

**IF APPLICABLE:**

- + Was equipment used properly in a safe/sanitary manner?

THE INSTRUCTOR:		Unsatisfactory	Needs Improvement	Effective	Outstanding	Not Applicable	COMMENTS (Mandatory for a rating of Unsatisfactory or Outstanding)
25	Was dressed in appropriate attire for the laboratory/clinical experience.				●		professional appearance
26	Communicated appreciation for the subject.				●		stimulated classroom environment
27	Showed respect for student questions and responses.				●		positive feedback
28	Used appropriate voice volume and inflection, and was easy to understand.				●		well modulated voice
29	Presented information or led discussions with enthusiasm and interest.				●		enthusiasm and courteous
30	Provided constructive and timely feedback on assignments (projects tasks/ experiments/ practice) and encouraged students to self assess.			●			
31	Responded appropriately to student behaviors and concerns.				●		answered questions
<b>THE STUDENTS:</b>							
32	Were dressed in appropriate attire for the laboratory/clinical experience.					●	
33	Practiced safe handling and disposal of product and/or equipment.					●	
34	Were engaged in the lesson.				●		active participation
35	Showed evidence of preparation.				●		quiz, answering questions
36	Had a positive rapport with the instructor.				●		students behaved courteously

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

**SUMMARY OF INSTRUCTOR AND STUDENT ATTITUDES AND CHARACTERISTICS (MUST BE PROVIDED BY THE OBSERVER)**

Prof. Poirier created a stimulating and enjoyable classroom environment. She encouraged students' participation.

# CLASSROOM MANAGEMENT

- + Does the instructor lead the classroom effectively?
- + Was attendance taken?
- + Is the atmosphere in the class conducive to learning?
- + Did the class begin/end on time?
- + Was the classroom left in a neat, orderly and secure manner?

**IF APPLICABLE:**

- + Were laboratory equipment and materials arranged for and prepared prior to the start of the session?
- + Were safety precautions discussed and adhered to?
- + Were sanitation rules followed?
- + Were equipment and materials returned or stored properly at the end of the session?

THE INSTRUCTOR:		Yes	No	Not Applicable
37	Started class on time.	●		
38	Checked attendance.	●		
39	Maintained an atmosphere conducive to learning.	●		
40	Maintained an organized and orderly, sanitary lab/clinic/studio environment.			●
41	Demonstrated safe use of lab/clinical/studio equipment and instructional materials.			●
42	Left classroom in a neat, orderly, and secure manner.	●		
43	Ended class on time.	●		

(N.B. "Needs Improvement" and "Effective" and "Outstanding" are to be considered satisfactory evaluations; "Not Applicable" shall not be interpreted as a negative evaluation.)

**SUMMARY OF CLASSROOM MANAGEMENT (MUST BE PROVIDED BY THE OBSERVER)**

Prof. Poirier started class on time and checked attendance effectively.





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**EVALUATION OF LESSON:**

How were the objectives of this lesson communicated to the students?

Through relevant questions, and well-thought-out with increasing levels of difficulty examples.

Were the objectives of the lesson met?

Yes  No

What evidence was there that the instructor did or did not achieve lesson objectives?

Students asked and answered questions.

**OVERALL EVALUATION OF LESSON:**

Unsatisfactory  Satisfactory

**SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT:**

- 1) Do not cover relevant part of the material the last 5 to 10 minutes of the class.
- 2) Do not ask students to stay after class to continue the lesson.
- 3) Ask students to put solutions of problems on board.

N. Benekli  
SIGNATURE OF OBSERVER

11/26/2013  
DATE

K. [Signature]  
SIGNATURE OF INSTRUCTOR

11/26/2013  
DATE

\* I understand that my signature means only that I have read this 8 page peer observation report.