

Faculty Consultation Services

Choose your method...

Observation: At a mutually convenient time, a faculty consultant will sit in on your class and then review his or her confidential observation notes with you.

Video with Observation: Videotaping gives you information about your teaching style, and very often the picture *is* worth a thousand words. The effectiveness of an observation is often enhanced by simultaneous video taping. At the end of class, you are given the video to view privately prior to your consultation. At a mutually convenient time, a consultant will review his or her confidential observation notes and the video with you.

Student Small Group Analysis (SGA): This simple procedure provides you with early feedback from students, giving you information and insights that do not emerge from end-of-term student ratings and comments. Best of all, you do not have to wait until the semester is over to receive feedback. If changes are appropriate, you can make them for the same class that made the suggestions. A consultant comes to your class at a time and date you determine, usually between the fifth and ninth week of classes, and after you leave the room, creates small groups and asks each one to address these questions: In what ways has the instruction/instructor helped you learn in this course? Can you suggest some changes in the instruction/course that would better help you learn?

The faculty consultant will collect the feedback and later meet with you to share the responses. No one else will ever see the results. The SGA is one of the quickest, easiest, and most effective ways to improve student learning in your classroom. The actual process takes the last 20 to 30 minutes of class time (for 50+ students, 40 - 45 minutes).

Class Observation and Course Web Site Review (for Stern Faculty): For instructors who want to assess how well they have integrated students' work in the class and on the web site. Contact the Senior Faculty Development Coordinator at 998-0184.

Return the application...

A consultant will meet with you in advance to learn about your goals, objectives, strengths and concerns. This helps him or her to better observe your class, analyze your video or work with your students.

Meet with your consultant...

After the observation at a convenient time, your consultant will meet with you to review the observation notes, video or SGA results. **The consultants do not judge your performance but rather observe and offer feedback. All consultations are strictly CONFIDENTIAL.**

Tell us how we're doing...

After completing your consultation, you will be emailed an evaluative feedback form by our office. Your suggestions and advice are important to us!

CONSULTATION REQUEST FORM

CONTACT INFORMATION

Name: _____
(Please circle) Full, Assoc., Asst., Adjunct, Clinical, Visiting, TA, Ph.D. Student, Post Doc.
School: <u>Stern</u> Dept: _____ Phone: _____
Office Address: _____
Course Name & # : _____ Grad: _____ Undergrad: _____
Class Location: _____ Day & Time: _____ # of Students: _____
Years at NYU? _____ Email: _____

Choose one of the following consultations:

OBSERVATION ___ **VIDEO W/ OBSERV.** ___ **SGA** ___ **OBSERV.+WEB SITE REVIEW** ___

Preferred Dates: (1) _____ (2) _____ (3) _____

(Please choose dates at least 10 business days after application submission)

If your course materials are on the Web, please write the URL so we can access it easily. Or please state if it is on Blackboard:

1. What are your course objectives?
2. What are your strengths in teaching this course?
3. Do you have specific concerns about your teaching you would like addressed?
4. Why are you requesting this service?
5. Do you have a preference for a particular consultant?