

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

**POST OBSERVATION CONFERENCE MEMORANDUM**

Date of Discussion \_\_\_\_\_

Observation date \_\_\_\_\_

Candidate's Name \_\_\_\_\_

Department \_\_\_\_\_

Representatives Present \_\_\_\_\_

Course & Section \_\_\_\_\_  
Name of Observer \_\_\_\_\_

Name of Observee \_\_\_\_\_

Date Observation Filed \_\_\_\_\_ with Chairperson \_\_\_\_\_

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

(Attach additional pages if necessary.)

Signed \_\_\_\_\_  
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** \_\_\_\_\_  
**6/96** **date**