

**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**