

# Memorandum

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**To:** Moutaz Khouja  
**CC:** Pam Karr  
**From:** Antonis Stylianou  
**Date:** 6/23/2011  
**Re:** Evaluation of Teaching (Ms. Pam Karr)

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This memo summarizes my evaluation visit to Ms. Pam Karr's INFO 3130 class on October 13, 2006. The class met in Rm. 15 of the Friday building. There were 12 students present at the beginning of the class with another group of 3 joining about 10 minutes late and 2 more at 20 minutes late.

The class started on time with a student group presentation. Ms. Karr had divided the class by major for the purpose of this project. The group presenting was made up of marketing majors. Their presentation was on SalesForce.com an eBusiness company specializing in sales support. The presentation went on for about 10 minutes. There were no questions from the class or the instructor. Although I am not aware of the project requirements, I felt that the presentation was informative. My only suggestion would be to incorporate in the requirements a brief discussion driven by the presenting group.

Following the presentation, students were asked to go to the front of the class and pick their graded assignments (Q: is there a privacy issue with this?). Ms. Karr asked students to share with the class their participation assignment contributions. From the schedule, I gather that participation assignments are featured regularly and they relate to the current chapters being covered. This is a good way to get the students to relate what they read in the book to current events. Several students discussed their current findings.

Ms. Karr then reminded the class that they are supposed to turn in to her team evaluation feedback relating to the presentation project. A suggestion relating to this is to create a form that the students can submit.

Following, Ms. Karr described schedule changes and what is coming up in the schedule and then proceeded with the main topic for the session, which was eCommerce (Chapter 9). She used a PowerPoint presentation, which included short video segments and also many links to webpages. Throughout her presentation Ms. Karr used current examples with which the students could relate. She also used open and targeted questions to encourage student participation, a strategy that was very successful. It was obvious that the

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students felt free to participate and indeed they did so. I found Ms. Karr's instructional pace appropriate for the material and the level of the class.

In summary, Ms. Karr did an excellent job of teaching, she demonstrated command of the subject matter and her teaching style and approach were appropriate for the topic and the audience.