

Curriculum Vitae Joan Conway



Teaching and Educational Administrative Experience

2006–present: CELCIS Program, Western Michigan University, Kalamazoo, MI Teach academic ESL for 15 hours weekly.

1999 – 2000: University of California at Santa Barbara Taught business writing in UCSB's Writing Program to juniors and seniors majoring in Business Economics.

1987 – 1996: University of California at Santa Barbara, Extension Taught ESL in university IEP. As Business English Coordinator, planned curriculum, hired and supervised teachers, supervised student evaluation, and planned field trips and group activities for all business courses.

1984 – 1987: Harvard University Summer Program, Cambridge, MA Apprenticed in teacher training program which included course work and supervised teaching experience in the ESL program. Promoted in 1987 to Teaching Fellow, a senior position; prepared international students for the Harvard Business School.

1985 – 1986: Cornell University Intensive English Program, Ithaca, NY Taught ESL classes as a graduate student in a supervised TESL training program.

Teacher Training

- *Developing Content-Based Reading and Writing Courses* CELCIS Faculty Development Workshop February 2015 (co-presenter)
- *Writing Summaries for Assessment* Three in-service presentations for CELCIS faculty 2013 (co-presenter)
- *English for Specific Purposes* Presentation to National Kaohsiung Normal University ESL Made three in-service presentations on writing summaries/assessment teacher group January 2008
- *Teaching Business to ESL Students* Designed and taught two-day elective course within TESL Certificate Program at UCSB Extension March 1994, March 1995
- *Teaching Content-Based Courses in ESL* Taught Business English component of two-day elective course within TESL Certificate Program at UCSB Extension December 1995

- Served as Preceptor for TESL Certificate Program at UCSB Extension. Observed and evaluated candidates for TESL certification 1991 - 1995

Short Course Coordination/Instruction

- Taught in 10-week Business English Program in Kalamazoo for Negocia Business School, Paris. Topic: Speaking/Listening January—March 2010
- Coordinated and taught in 4-week English/Culture program for Catholic University of Daegu, Korea Taught Pronunciation class and Applications class. January/February 2007
- Coordinated and taught in 4-week Business English course for Ritsumeikan University (Japan). Taught Business Topics segment. August/September 2007 and 2010.
- Coordinated 4-week Business English Program for nine summers and several January sessions at UCSB Extension. Designed all aspects of curriculum, hired teachers, trained teachers and taught in program. Program had up to four sections running simultaneously. 1988 – 1996.

Education

Cornell University Ithaca, New York

M.S. in Linguistics (Concentration in Teaching English as a Second Language) 1987

Michigan State University East Lansing, Michigan

B.A. in Elementary Education with a minor in Spanish 1973

Presentations

Teaching Vocabulary and Integrated Skills through the use of Biography MITESOL Conference
October 2017

Mastering Writing Tasks through the use of Templates Lighthouse Summer Symposium, Ferris State University Co-presented with Ila Baker and Terri Bieszka July 2016

Motivating through Biography Lighthouse Summer Symposium, Ferris State University July 2015

“Lights! Camera! Action!” Using Movies in EAP Content Courses
MITESOL Conference Co-presented with Dyanne Foskey October 2013

Techniques for Integrating Critical Thinking in the EAP Classroom
MITESOL Conference Co-presented with Ila Baker and Terri Bieszka October 2012

Developing Business English Components within College-Level ESL Programs,
TESOL Summer Meeting at Michigan State University, 1990

Professional Development

Awarded tenure and became a Master Faculty Specialist 2018

Completed TESOL Online Grammar Course, *Multiclausal Structures* (40 Hours) July 2016

Attended Lighthouse Summer Symposium, a two-day ESL conference at Ferris State University 2015, 2016, 2018

Participated in Performance Tasks Academic Forum through WMU Office of Faculty Development Summer 2013

Attended seminar on case method teaching through Harvard Business School Publishing May 2013

Attended 3-day workshop at Michigan State University: *Using Video in the Language Classroom* July 2011

Attended MITESOL Conference 2005, 2006, 2008, 2012, 2013, 2015

Attended TESOL Conference 1985, 1986, 1987, 1988, 1989, 1991, 1993, 1995, 2008, 2016, 2018

University Service

- CELCIS Curriculum Committee
- Co-chaired curriculum committee 2012--2014, 2017—19
- CELCIS Program Effectiveness and Planning Committee (PEPC)
- Taught in CELCIS's Pre-MBA program 2006
- Provided business case study to GUFES scholars 2018
- Provided business case study to Management 7100 and led class discussion 2014
- Served as CELCIS's representative to the AAUP Association 2013–2015
- Serving as CELCIS's representative to the AAUP Executive Committee 2017--2018
- Served on search committee for term contract teachers 2013
- Served on Search Committee for tenure-track faculty specialists 2014
- Served on search committee for CELCIS Activities Coordinator 2010
- Served on search committee for CELCIS director 2008, 2009
- Taught business communications class (24 sessions) at Kellogg Company headquarters through WMU. Fall 2008

- Consulted on in-company Spanish language instruction “language tables” with HR groups at Kellogg’s headquarters. Fall 2009

Professional Affiliations

TESOL (Teachers of English to Speakers of Other Languages)

MITESOL (Michigan Association of Teachers of English to Speakers of Other Languages)

The Society for Case Research (business case study professional organization)

Community Service

The Leelanau School, Glen Arbor, Michigan Member of the Board of Trustees