

YOUR NAME
STREET ADDRESS
CITY, STATE ZIP
TELEPHONE NUMBER
EMAIL ADDRESS

EDUCATION

Ph.D. in English, 2000, University of New Orleans, New Orleans, LA.
Dissertation: *Exploring the Dimensions of . . .* (Committee: Linda Jones, chair; Webster Leonard; Paul Montgomery; and Larry Smith)

M.A. in English, with an emphasis in Composition, 1992, The Ohio State University, Columbus, OH.
Thesis: *Computers in the Classroom*

B.S. in English Education, 1989, The Ohio State University, Columbus, OH.

PROFESSIONAL EXPERIENCE

Instructor of English, University of New Orleans, New Orleans, LA. Teach Technical Communication, and First Year English, both incorporating technology and taught in the computer classroom. Class size ranged from 25 - 400 students. 1999-present.

Graduate Assistant, Department of English, The Ohio State University, Columbus, OH
Designed and taught Writing Practicum and First Year Seminar, conducted writing workshops, and co-taught peer tutoring courses, all using computers on LAN and WAN. Co-created and managed the WWW, e-mail, and Unix-based Online Writing Lab. 1994-present.

PUBLICATIONS

“**Feminist Approaches . . .**” Chapter, co-written with Jane Doe, in *Preparing College Teachers*. Ed. John Smith and Sarah Washington. Oxford UP. (Forthcoming, 2002).

“**The UNO English Department.**” Article accepted for publication by *UNO Now*, Spring 2000 issue. Vol. 17, No. 1, 2000. Pp. 19-30.

PRESENTATIONS

“**Teaching Freshmen.**” Paper delivered at XYZ Conference, July, 2000.

“**The Creation of Online Writing Labs.**” Preconference Workshop, Joe’s Conference on Writing, November 1999.

ADMINISTRATIVE EXPERIENCE

Co-Director of Composition, Texas Tech University. Hold office hours to address complaints and difficult situations. Meet with more than 500 students and eight teaching assistants. Co-created and manage Peer Collaboration Teams and mentoring program. Instituted Intensive Mentoring Program on basis of student evaluations. Organize composition workshops, and co-coordinate departmental professional development workshops. 2000- present.

Online Writing Lab Coordinator, The Ohio State University. Co-created and managed the e-mail, WWW, and Unix-based OWL. Co-taught peer tutoring courses and trained students to use the OWL. Maintained Web pages and usage statistics. Coordinated publicity. 1995-1997.

PROFESSIONAL ACTIVITIES AND AFFILIATIONS**State and National:**

Editorial Board, *Computers and Composition*, 1998-present.
Chair, ITC subcommittee on Tenure, Hiring, and Working Conditions, 1994-1996.
Assembly for Computers in English (ACE), Executive Committee, 1992-present.
National Council of Teachers of English (NCTE), 1983-present.
Modern Language Associate (MLA), 1993-1995.

University of New Orleans:

Composition Committee, 1998-present.
Technical Communication and Rhetoric Committee, 1999-present.
Special Events and Development Committee, 1999-present.
Awards Committee, 2000-present.
Merit Committee, 1999-2000.

The Ohio State University:

Outreach Committee, 1995-97.
Technology Committee, 1994-97.
Peer Tutoring Committee, 1994-97.
Professional Development Committee, 1994-97.

Please note: This is a significantly shortened example of a c.v. You should list all relevant publications, presentations, and professional memberships, as well as a list of references with contact information.

