

PROFESSIONAL EXPERIENCE

Senior Faculty Coordinator, Graduate and Global Co-op

College of Art, Media and Design

August 2015 - present

Lead efforts to increase and enhance Graduate and Global opportunities for the College of Art, Media and Design. Graduate Co-op: Work closely with CAMD Dean for Graduate Education as well as Graduate Program Coordinators to develop co-op and experiential modules for Master's programs. Develop appropriate co-op opportunities for graduate students. Global Co-op: Member of International Co-op Advisory Board and Working Group. Work closely with Global Experience Office and outside providers in order to develop quality and strategic global partnerships. Partner with alumni relations and alumni groups to leverage relationships and network in various regions.

Senior Faculty Coordinator, Journalism Cooperative Education

College of Arts and Sciences

May 1995 - present

Northeastern University. Boston, Massachusetts

Manage a cooperative education program for journalism students. Develop new opportunities and leads. Maintain existing co-op positions. Integrate program with academic curriculum, and collaborate with the academic department's faculty and staff. Organize and maintain the program's record keeping system. Prepare reports. Develop and conduct student orientations and workshops. Assist students in resume writing, Interviewing techniques. Promote and present concepts of the theory and practice of Cooperative Education to employers and students.

Writing Instructor/Certified E-Learning Instructor

Northeastern University, University College

September 1993 - present

Teach College English 1, College English 2 and Writing Workshop courses in the College of Professional Studies. Teach on-line and hybrid sections of College English courses. Facilitate an on-line writing lab (OWL) component for each course. Administer and score Competence Exam, a requirement for graduation.

Faculty Member, WACE Experiential Education Summer Institute June 2007 – present

Facilitate conversations, lead workshops and present materials to working groups who are developing educational plans that strengthen and/or expand their institution's experiential education portfolio. Help working groups explore the many innovative ways that colleges and universities are engaging students in experiential learning. Cover the more traditional models of internships and cooperative education, as well as to more fully investigate, discuss, and design new strategies, with topics such as: Service-Learning, Multidisciplinary Models of Experiential Learning, Undergraduate Research, Models of Reflection, and International Placements. Specific modules include: faculty engagement, learning assessment, learning competencies & outcomes, strategies for educational planning, and site development for experiential education

Faculty Fellow, Center for Experiential Education and Academic Advising Sept. 2000 – June 2002

Northeastern University, College of Arts & Sciences

Managed and led faculty group of 5+. Supervised overall program development of CEA and Experiential Education, Coordinated activities of various CEA programs, implemented co-op/academic integration plans, organized CEA workshops, oversaw student scholarship programs, oversaw annual Experiential Education Expo, oversaw student advisory group meetings, served on various committees relative to experiential education.

Special Assistant to the Dean, Cooperative Education

January 1993 - May 1995

Northeastern University. Boston, Massachusetts

Managed and led administrative/communications team of 3+. Responsible for all internal and external publications related to cooperative education. Wrote, edited and designed department publications. Marketed and promoted the concepts of cooperative education both on and off campus. Collaborated with University Publications on various projects. Served as liaison to press and media on departmental matters. Wrote/edited submissions for University's Trustee Newsletter. Designed and wrote promotional and educational materials for coordinators. Assisted with all aspects of planning for cooperative education award ceremony

Cooperative Education Counselor, Liberal Arts

August 1989 - June 1992

Northeastern University. Boston, Massachusetts

Assisted in the administration and development of the cooperative education programs for art, communication studies, English, modern languages, music, and theatre through the counseling and referral of students. Assisted the Faculty Coordinator, through written and verbal

INSTRUCTION

Co-op Courses:

AME1000, Professional Development: Co-op, Fall 2014 - present

Member of pilot group comprised of co-op faculty willing to incorporate new material and conceptual frameworks into co-op teaching. Integrated the 3M's (Mindfulness, Mindset and Motivation) into my co-op classes. Develop lessons and activities around the 3M's for class.

COPU101, Professional Development: Co-op (Blackboard version as well)

Developed and taught co-op class to journalism majors preparing for cooperative education and a career in the field of journalism. College of Arts and Sciences, Northeastern University, Fall 2000 - present

COP1135, Professional Development for Journalists, Instructor. At the request of the School of

Journalism, redesigned, developed and implemented this one credit required course for journalism freshmen and transfer students. Course provides career information and preparation for field experience. Division of Cooperative Education, Northeastern University, 1994 - 2000

CSLP1001, Community Service Learning Project, Faculty Coordinator. This project has expanded cooperative education opportunities, developed service learning as a part of experiential education, and connected Northeastern University into the social fabric of the neighboring community. The project draws upon the strength of Northeastern as a large urban university and a national and international center for the practice of experiential learning, specifically cooperative education, and integrates community service learning into the instruction component of co-op. Division of Cooperative Education, Northeastern University. Fall 1994 & Winter 1995

COP1314, Life/Career Planning, Instructor. Four credit course open to juniors and seniors

focusing on career exploration, self-assessment, job-search techniques, and networking.

Requires students to prepare a professional resume, to practice in videotaped mock interviews, to research careers, and to investigate graduate and professional schools. Division of Cooperative Education, Northeastern University, 1993 - 1995

Journalism Courses:

JRNU942, Internship, Instructor, One credit course designed to provide academic credit for students participating in internships while in classes. School of Journalism, Northeastern University, Fall 2002 - present

JRN1001, Introduction to College, Instructor. One credit course designed to introduce freshman students to the University. School of Journalism, Northeastern University. Fall 2000

JRNU150, Interpreting the Day's News, Instructor. Four credit undergraduate course introducing students to the media in all its forms. School of Journalism, Northeastern University, Spring 1996

English/Writing Courses:

ENG4104, College English 1, Instructor. Four credit undergraduate course that examines the principles and methods of rhetoric, especially narration, description, and exposition. Includes frequent practice in writing paragraphs and themes in those modes. College of Professional Studies, Northeastern University, 1993 - present. (on-line version as well)

ENG4105, College English 2, Instructor. Three credit undergraduate course that continues the examination of the principles and methods of rhetoric, especially persuasion and argument the study of short fiction, and the development of research skills. Includes practice in writing persuasive and critical themes and in preparing research papers. College of Professional Studies, Northeastern University, 1993 - present.

ENG4106, College English Workshop, Instructor. Three credit undergraduate course that further refines writing and analytical skills through the study of drama and poetry. Practice in writing longer critical papers. College of Professional Studies, Northeastern University, 1993 - present. (on-line version as well)

ENG1110, Freshman English 1, Instructor. Four credit required course focused on freshman students' writing skills. Included application of important principles of composing, logic, and rhetoric to exposition and argumentation. Reviewed sentence structure, punctuation, and paragraphing. Analyzed essay forms and problems. Department of English, Northeastern University, 1987 - 1989

ENGL111, Freshman English 2, Instructor. Four credit required writing course with emphasis on expository Methods of defining, describing, analyzing, persuading, and composing the research paper. Required students to write lengthy critical essays based on consideration of primary and secondary materials. Focused on poems, stories, and plays as the subject matter for discussion of writing techniques and written assignments. Department of English, Northeastern University, 1987 - 1989.

PRESENTATIONS, WORKSHOPS, & SEMINARS

Presenter, "Teaching Mindfulness, Mindset, and Motivation in Reflective Learning Curricula", CEIA National Conference, April 2015

Presenter, "Reflection", WACE Summer Institute for Experiential Education, Northeastern University and WACE, June 2010

Presenter, "Kick Off Your Plan", WACE Summer Institute for Experiential Education, Northeastern University and WACE, June 2008

Workshop Presenter, "Integrating Experiential Education into the Academic Curriculum", Martha's Vineyard Summer Institute for Experiential Education, Northeastern University and WACE, June 2008

Workshop Presenter, "Cooperative Education at Northeastern University" Martha's Vineyard Summer Institute for Experiential Education, Northeastern University, July 2007

Panelist, "Cooperative Education and Academic Integration", Center for Experiential Education Summer Workshop, June 2005

Presenter, "Growing Pains: Co-op in the Liberal Arts", CEIA National Conference, April 2004.

Exhibitor, Experiential Education Expo, College of Arts & Sciences, Northeastern University, May 2000 and May 2003.

Workshop Presenter, "Experiential Education in the College of Arts and Sciences", Lilly Conference on College & University Teaching, September 1998

Workshop Presenter, "Dance with Wolves: The Integration of Cooperative Education and Experiential Education" Cooperative Education Association Conference, March 1998

Presenter, *How to Land Your First Job in Journalism*, New England Press Association Convention, February 1996.

Presenter, *An Introduction to Resume Writing*, City Year Corp Members, November 1993, 1994.

Panelist, *Internships and Cooperative Education in the Music Industry*, Music and Entertainment Industry Educators Association National Conference, April 1992.

GRANTS AWARDED:

Co-PI/PD, The One Hundred Fund Proposal, *Cooperative Education Awards: Past, Present, and Future*, with DiMarco, R., Doherty L., Tillman, T., and Waggoner, N., Amount: \$1,000, Northeastern University, Boston, MA 1998.

Contributor/Writer, U.S. Department of Education Title VIII - Administrative Part B Proposal, Robert E. Vozzella PI, Department of Cooperative Education, Northeastern University, Boston, MA, Amount: \$75,000, February 1994.

Contributor/Editor, Massachusetts Department of Education in partnership with Massachusetts National and Community Service Commission Proposal, *Word Up!*, Peter Hardie PI, Executive Director, Roxbury Youthworks Inc., Boston, MA, Amount: \$10,000, November 1995.

LIMITED DISTRIBUTION PUBLICATIONS, MATERIALS

Producer, *Cooperative Education Awards Video*, Northeastern University, 1995, 1996, 1999.

Designer, *Northeastern Signage and Publicity* for *The New England AdExpo*, October 1996.

Producer, *Cooperative Education Awards Brochure - Web Site format*, Northeastern University, 1996.

Editor/Production Coordinator, *Cooperative Education Viewbook, Employer Brochure*, 1996.

Author/Designer, *Cooperative Education Awards Brochure*, Northeastern University, 1993, '94, '95.

Editor/Production Coordinator, *Cooperative Education Handbook, Freshman Flyer, Employer Handbook*, Northeastern University, 1993-94, 1994-95, 1995-96.

Co-designer/Production Coordinator, *Cooperative Education Advertisement in the Alumni Magazine*, January 1994.

Production Coordinator, *Our Students Get More Than One Point of View*, National Commission for Cooperative Education, Published in *Cooperative Education Undergraduate Program Directory*, 5th edition, 1991/1992.

EDUCATION

Northeastern University. Boston, Massachusetts

Master of Arts in English, June 1989

Academic Awards: Graduate Assistantship. Department of English. 1987 - 1989

Fordham University. Bronx, New York

Bachelor of Arts in English, Minor in Philosophy, May 1987

Certificates:

Massachusetts Teaching Certificate for Secondary Education in English, August 1992

Certificate # 305796

NU Certificate of Training: Fundamentals of E-Learning, January 2008

Certified E-learning Instructor

PROFESSIONAL AFFILIATIONS

Cooperative Education Association (CEIA)

World Association of Cooperative Education (WACE)

National Society of Experiential Education (NSIEE)

Public Relations Society of America (PRSA)

Society of Professional Journalists (SPJ)

COMPUTER SKILLS: Macintosh and PC: Microsoft Word, Excel, PowerPoint, FileMaker, PageMaker, Photoshop, 4th Dimension, Blackboard and some HTML.