

Dana Clark
Senior Lecturer
Georgia Tech Language Institute

I. Earned Degrees

Master of Arts, English, San Francisco State University, 1998

Bachelor of Arts, Special Education, Furman University, 1989

II. Employment History

Lecturer, Georgia Tech Language Institute

June 2008-present

Teaching and Instruction:

- Teach writing, reading, speaking, listening, grammar classes from beginner to advanced levels
- Teach on average 3 to 4 classes each 8-week session
- Deliver courses in face-to-face, online and hybrid formats
- Adapt materials and methods to meet individual learning needs

Technology Use:

- Utilize Canvas Learning Management System (LMS) to enhance learning (Collaboration, Discussions, Online Quizzes, Online Rubrics, Online Peer Reviews)
- Employ Canvas LMS to manage course content and track student progress
- Use textbook-based online platforms (e.g., Spark, My English Lab) to supplement instruction
- Use online resources (Kahoot, Quizlet, Padlet, Poll Everywhere, Sutori, Quizizz, ChatGPT) to enhance instruction

Curriculum Development and Coordination:

- Maintain curriculum as Curriculum Coordinator
 - Support faculty with curriculum needs
 - Mentor faculty on the effective use of Canvas
 - Update syllabi and assessments across the program
 - Create and maintain scope and sequence charts for core skill classes
 - Update textbook choices regularly
 - Maintain and order textbooks
- Advise on curriculum revision as Curriculum Committee Member
- Develop classes (Service Learning, IELTS Test Preparation, Online Basics in English Course 1 and 2, Short Courses)
- Revise classes (Writing 100, 200, 300, 400, 700; Reading 700; Grammar 100, 600)

Student Support: Advising and Testing:

- Advise GTLI students on academic and professional pursuits

Community Engagement and Extracurricular Activities:

- Foster a connection between IEP classes and the community by integrating field trips and guest speakers

- Participate in student activities to promote language practice, cultural exchange and community

Quality Assurance and Accreditation:

- Engage in CEA accreditation process to ensure program standards and quality

Instructor, Georgia Perimeter College

September 2021-December 2021

- Taught English 1101 using a hybrid model

Instructor, Atlanta Metropolitan College

May, 2009- June 2010

- Taught developmental English classes
- Assisted students with COMPASS Test preparation

Instructor, ITESM, Guanajuato, Mexico

August 2007-May 2008

- Taught General English at both the high school and university levels
- Provided specialized Business English at the university level
- Conducted TOEFL Test preparation classes

Instructor, City College San Francisco

January 1999- June 2007

- Taught general English classes from literacy to advanced level
- Taught Computer Literacy classes
- Taught special focus classes (ESL for Construction Workers, ESL for Hotel Workers, Citizenship Test preparation)
- Coordinated curriculum updates
- Conducted placement testing
- Assisted in connecting immigrants to community services

Teacher, San Francisco Unified School District

September 1994-June 1996

- Taught students with learning differences at the elementary and middle school level
- Adapted materials and methods to meet diverse learning needs
- Created and implemented Individual Education Plans tailoring educational strategies to support each student's unique requirements
- Coordinated Parents of Students with Special Needs/School Connection Project

III. Honors and Awards

- Spring 2024 CIOS Honor Roll
- Fall 2023 CIOS Semester Honor Roll
- Fall 2023 CIOS Honor Roll
- Summer 2023 CIOS Honor Roll
- Thank-A-Teacher Certificate September 2022, December 2022, May 2024
- 2016 Class of 1940 Course Survey Teaching Effectiveness Award from CETL