

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