

John R. Jordan
713 East Ridgecrest Road
Fort Collins, CO 80524 USA
+966 055 509 8321
johnrjordan118@gmail.com

SUPERVISORY & TEACHING EXPERIENCE

- August 2014 to present
- Department Chair of Preparatory English (English Coordinator)**
University Preparatory Program (UPP) & English Department, Alfaisal University, Riyadh, Saudi Arabia.
- Coordinated all UPP activities regarding the English curriculum, including educational research, outcome-based assessment of students, enhancement of faculty instructional offerings, and meeting accreditation standards.
 - Supervised staff of 16 ESL faculty, including hiring, orientation, training, mentoring, and evaluation.
 - Developed effective policies and procedures for the UPP English Department to ensure educational efficacy and achieve the program's objectives.
 - Served on management team in the development of the UPP's strategic plan and budget; managed human & physical resources to ensure alignment of the English program with the university's programs and mission.
 - Led Dean's Task Force to successfully reorganize the entire preparatory program; managed the re-evaluation and placement of 450 students into reorganized levels after thorough curriculum review.
 - Taught English composition, technical writing, and medical English for academic credit as well as developmental EAP classes.
- August 2012 to August 2014
- Learning Resource Coordinator**
INTO Colorado State University - Fort Collins, Colorado.
- Coordinated all activities of the Learning Resource Center (open student lab for academic support and technology). Hired, trained, and supervised staff of six student lab assistants.
 - Taught ESL classes in various disciplines, skill areas, and levels.
 - Developed and pilot-tested graduate communication class for bridge program (Pathway).
 - Trained faculty to effectively implement classroom technology to enhance pedagogy. Served as online-learning platform (Blackboard) Department Coordinator and trainer.
- August 2009 to May 2012
- ESL Instructor and (Interim) Curriculum Supervisor**
Intensive English Program at Colorado State University - Fort Collins, Colorado.
- Taught all ESL competencies to various levels of international students (predominantly Arab & East Asian) preparing for university study. Responsible for design, development, and implementation of curriculum.
 - Directed upper-level writing program: supervised team of four teachers, managed placement of students, observed and evaluated classroom teaching, designed curriculum.
 - Planned and conducted teacher in-service sessions on pedagogy, assessment and placement.
- August 2009 to December 2011
- Instructor – English Composition**
Front Range Community College – Fort Collins, Colorado.
- Taught English composition and research writing to traditional American students.
 - Designed and taught hybrid online/face-to-face classes using Desire2Learn online learning platform.
- August 2006 to May 2009
- Instructor of English**
English Department, Colorado State University - Fort Collins, Colorado.
- Taught various English composition and literature courses; developed effective strategies for teaching composition in computer classrooms.
 - Regularly assigned to special composition sections for international & ESL students.
 - Taught online composition sections for Division of Continuing Education.

John R. Jordan

EXPERIENCE (cont.)

September 1992 to
July 2006

Senior Lab Coordinator - Writing Center and Business Lab

Aims Community College - Greeley, Loveland, & Fort Lupton, Colorado.

- Directed overall operations of two instructional support computer labs and accompanying networks of computer classrooms. Expanded Writing Center program to three campuses.
- Supervised staff of 25 assistant coordinators, tutors, and work-study students; responsible for hiring and orientation, training and mentoring, and evaluation of staff.
- Facilitated Writing Across the Curriculum programs with academic departments.
- Taught English composition courses at all levels (developmental through research writing); taught developmental reading and study skills classes.
- Taught various classes over two-way interactive video system (IVS); incorporated web-based instruction into English curriculum (hybrid classes).

August 1990 to
May 1992

Writing Center Coordinator

Colorado State University - Fort Collins, Colorado.

- Directed operations of university-wide Writing Center (tutoring service).
- Supervised, trained, and evaluated performance of staff of 15 tutors; administrated special tutorial program for low-level writers.
- Developed curriculum and wrote materials for special tutoring program, peer tutoring course, and supplemental composition instruction.
- Tutored writers in all departments/disciplines in evaluating and revising writing.
- Taught English composition courses, including special ESL sections for international students.

August 1988 to
May 1990

Composition & Literature Instructor; ESL Instructor; Writing Tutor

English Department & Intensive English Program, Colorado State University - Fort Collins, Colorado.

- Taught beginning and advanced composition courses to both native and ESL students; also taught Introduction to Literature course.
- Taught all English competencies in multicultural classrooms of international students at all proficiency levels.
- Tutored in a university-wide Writing Center; worked with writers from various departments and levels to evaluate and revise a wide range of expository papers.

July 1985 to
August 1988

Department Manager

May D & F Department Stores - Denver and Fort Collins, Colorado.

- Directed all operations of Men's Department; coordinated with other managers in overall operation of store. Managed and directed staff of 12-15 salespeople, including hiring, scheduling, training, and performance appraisals.
- Responsible for sales results, merchandise display, inventory management, merchandising, staff scheduling, and regular communication with management, sales, and support personnel.

John R. Jordan

EDUCATION

- August 1990 **Master of Arts in English**, concentration in **TESL/Linguistics**.
Colorado State University - Fort Collins, Colorado.
Thesis: *Relationships between Rhetorical Reading and Written Summary Strategies of L1 and L2 Writers.*
- May 1985 **Bachelor of Science in Business Administration**, concentration in **Management**; minor in **German**; partial minor in **French**.
Colorado State University - Fort Collins, Colorado.
- 1996 - 2007 **Doctor of Philosophy (ABD) in Educational Technology**, specialization in **Distance Education and Instructional Design**.
University of Northern Colorado - Greeley, Colorado.
Dissertation Topic: Effective instructional design for online writing tutoring: assessing the student experience with asynchronous and synchronous writing feedback.

REFERENCES

Nancy Berry
Director
English Language Program
INTO CSU
Spruce Hall 01
Colorado State University
Fort Collins, CO 80523-1773 USA
(970) 491-7246
nancy.berry@colostate.edu

Charles Hall
Professor of English
Department of Humanities
& Social Science
Alfaisal University
PO Box 50927
Almaathar
Riyadh 11533, Saudi Arabia
+966 (11) 215-7991
chall@alfaisal.edu

John Fulghum
Instructor of English
English Preparatory Program
Alfaisal University
PO Box 50927
Almaathar
Riyadh 11533, Saudi Arabia
+966 (11) 215-8944
jfulghum@alfaisal.edu

OTHER ACHIEVEMENTS & INTERESTS

- KSAALT-TESOL Riyadh Chapter Representative, 2015-16; member since 2014.
- Member, TESOL International since 1990.
- Presentation earned "Best of CoTESOL" award at Annual Conference, 2013.
- CSU: English Department Executive Committee, 2008-09; Non-Tenure Track (NTT) Faculty Committee - English Department, 2007-09. TESL/Linguistics Faculty Committee, 1989-90; GTA Hiring/Selection Committee, 1992; Composition Committee, 1990-92.
- Aims CC: President of Aims Staff Association, 1995-97; Vice-President 1994-95; Team Octagon Member, 1995-97; Shared Decision Making Team 1997; Staff Awards for Excellence Team, 1993. Faculty Co-Advisor for student literary journal *Dry Creek Review*, 1994-95.
- Colorado Writing Tutors Conference: Chair, 2004.
- UNC: Educational Technology Association President, 1999-2001. Professors of Instructional Design & Technology Conference Planning Committee, 1999.
- Colorado Teachers of English to Speakers of Other Languages (CoTESOL): Executive Secretary, 1996-1998; Associate Chair for CALL-SIG, 1993-1995.

John R. Jordan

PUBLICATIONS AND PRESENTATIONS

- Jordan, John. "Assessment Not Grading: The Why and How of Alternative Assessments." 2015 TESOL in Asia Conference. National Institute of Education, Singapore. 3 Dec. 2015. Conference Presentation.
- . "Making Moodle Magic: Moodle Tools for Teachers." (CALL-IS) Electronic Village Technology Fairs at TESOL 2015. Toronto, Ontario, Canada. 28 Mar. 2015. Conference Presentation.
- . "Beyond Partner Interviews: Alternative Icebreakers and Introductions." CoTESOL 37th Annual Fall Convention and Exhibition. Denver, Colorado. 8 Nov. 2013. Conference Presentation.
- Walker, Wayne & John Jordan. "Assessment Does Not Equal Grading: The Why and How of Alternative Assessments." CoTESOL 35th Annual Fall Convention and Exhibition. Denver, Colorado. 11 Nov. 2011.
- Jordan, John. "It's Showtime! Using Audio and Visual Media Effectively." CoTESOL 34th Annual Fall Convention and Exhibition. Denver, Colorado. 12 Nov. 2010.
- Jordan, John, & Cheyne Kirkpatrick. "Wikis and Emails and Blogs (Oh, My!): Online Tools for ESL Writing." CoTESOL 34th Annual Fall Convention and Exhibition. Denver, Colorado. 13 Nov. 2010.
- Jordan, John. "Into the Twilight Zone: Nightmare Tutoring Scenarios and Some Strategies to Handle Them." Colorado Writing Tutors Conference, Colorado College. Colorado Springs. 26 Feb. 2005.
- . "Whoohoo Needs Online Tutoring? A Comparative Analysis of OWLs (Online Writing Labs)." AECT 2003 International Conference. Hyatt Regency Hotel. Anaheim, California. 23 Oct. 2003.
- . "Pipe Dreams and Online Schemes: Using Campus Pipeline to Supplement Student Learning with Web-based Interactivity." AECT 2001 International Conference. Renaissance Atlanta Concourse Hotel. Atlanta, Georgia. 8 Nov. 2001.
- . "Feng Shui and the Art of Computer Room Configuration." AECT (Association for Education Communications and Technology) 2000 International Conference. Adams Mark Hotel. Denver, Colorado. 27 Oct. 2000.
- . "Art, Links, & Letters: Effectiveness of College Courses Offered to HS Students via Distance Education." AECT 2000 International Conference. Adams Mark Hotel. Denver, Colorado. 26 Oct. 2000.
- Taylor-Day, Barbara, Susan Cribelli, Janice Pacheco, John Jordan, Brandon Murry, and Kay Persichitte. "Web-Based Menus: Font Size and Line Spacing Preferences." AECT 1999 International Conference. Houston Convention Center. Houston. 12 Feb. 1999.
- . "Accessing Educational Information via the Internet." TESOL and Technology: The Next Generation (CoTESOL Spring Workshop). Intensive English Program, Colorado State University. Fort Collins, Colorado. 20 Apr. 1996.
- . "New Dog, Old Tricks: Teaching in a Computer Classroom." Rocky Mountain Regional TESOL Conference. Holiday Inn Southwest. Denver, Colorado. 21 Mar. 1995.
- . "Conveying Content Creatively in a Computer Classroom." Colorado Community College Conference on Composition. Aims Community College. Greeley, Colorado. 10 Mar. 1995.
- . "Game Shows for the Language Learning Classroom." Rocky Mountain Regional TESOL Conference. Tucson Convention Center. Tucson, Arizona. 21 Oct. 1994.
- . "Politically Correct and ESL: Issues for the ESL Learner." 26th Annual TESOL Convention. Vancouver Convention Centre. Vancouver. 6 Mar. 1992.
- . "Portfolio Grading in ESL: Principles, Practices, Problems, & Promises." Rocky Mountain Regional VII TESOL Conference. Holiday Inn Pyramid. Albuquerque. 1 Nov. 1991.
- Flahive, Douglas, and John Jordan. "Rhetorical Reading and ESP Strategies." 25th Annual TESOL Convention. Hilton Hotel. New York. 27 Mar. 1991.