

Sharon L. Cavusgil

C: 404-277-8753 / H: 404-321-7402 / scavusgil64@gmail.com

EDUCATION

Michigan State University, *Master of Arts*
Teaching English to Speakers of Other Languages

University of Wisconsin-Whitewater, *Bachelor of Science in Education*
Business Education (student teaching at Purbeck High School, Wareham, England)

TEACHING AND ADMINISTRATIVE EXPERIENCE

Senior Lecturer - Department of Applied Linguistics & ESL, Georgia State University (Sept 1993—Present)

Teach a variety of courses

- Undergraduate Multilingual Students: Speech/Human Communication, English Composition I, English Composition II, Regents' Writing, Freshman Learning Community: Orientation to the University—Academic Success for Multilingual Learners
- Graduate International Students: Academic Writing for ESL Graduate Students, Academic Listening & Speaking for ESL Graduate Students, Teaching at the University for International GTAs/GLAs
- ESL/EFL teacher-training: Practicum: Teaching ESL (for graduate students), Teaching EFL II: Practicum & Classroom Practices (for undergraduate students)
- Pre-matriculated ESL: Reading & Listening for Academic Purposes, Extensive Reading, Reading Skills, Academic Writing for University Exams, Structure & Composition

Highlighted activities in the lecturer role

- Offer workshops and presentations for campus units working with multilingual learners (e.g., Writing Studio, Writing Across the Curriculum) and guest lecture in courses (e.g., *Materials Design, Development & Publication; Issues in Second Language Writing; Grammar Seminar*)
- Mentor, observe, and provide formative assessment to graduate TAs (observed 60+ GTAs to date)
- Serve on and chair various department and College committees (e.g., lecturer review, ESL curriculum, ESL testing, faculty search, GTA hiring committees)
- Participate in and lead curriculum design and materials development

While in the lecturer position, completed the administrative positions listed below:

Founding Director - ESL Credit Program for Undergraduate/Graduate Students - GSU, Aug 2001 - Aug 2012

Led the creation of the program, which serves approximately 200 students each semester, participated in curriculum design and led its implementation and review, supervised 7-10 faculty and graduate teaching assistants, led the development of program policies and procedures, directed the advisement of students, coordinated with the ESL Testing Program for student placement purposes and advised on final placement decisions, oversaw marketing within the university, represented the program in campus meetings and committees

Associate Director, ESL and Cross Cultural Communication Support - Center for Instructional Innovation - GSU Jan—May 2012 & Aug—Dec 2012

Initiated and created the specialized role in the Center; offered workshops, consultations, and teaching observations for faculty/teaching assistants across the university; workshops focused on instructional strategies for working with multilingual learners, communication strategies for international teaching assistants, and helping students understand scholarly writing conventions; marketed services to the university

ESOL University Systems Coordinator - College of Education - GSU, Feb 2005 - May 2006

Offered workshops for metro-Atlanta public school teachers; served as the ESOL advisor at campus meetings

Founding Director - Intensive English Program - GSU, Jan 1999 - Aug 2003

Under the advisement of the department chair, led the creation of the program, which served approximately 240 students; managed a budget that generated over \$1 million in annual revenue; hired/supervised 12-18 faculty, staff, and graduate teaching assistants; participated in the curriculum design and led the implementation and review; oversaw the testing and placement of students; oversaw the design/implementation of admissions, payment, and registration procedures; led the development of program policies and procedures; directed the advisement of students; oversaw program marketing; represented the program in campus meetings and committees

Assistant Director - Office of Special Programs, AL/ESL - GSU, Sept 1993 - March 1996

Sought grants and community support for refugee/immigrant programs, organized workshops for the ESL teaching community, developed corporate program materials, hired and evaluated adjunct teachers, oversaw program marketing

Other Employment

Graduate Teaching Assistant - English Language Center, Michigan State University, Sept 1991 - April 1993

Taught all language skills and proficiency levels to ESL pre-matriculated, undergraduate, and graduate students; developed materials and assessment tools for four ESL content-based courses that were adopted by the Center; administered and scored placement tests

Administrative Assistant - Department of Education & Staff Development, Ingham Medical Center (Lansing, MI), July 1990 - Nov 1991

Designed curricula and taught seminars for hospital support personnel, wrote scripts for hospital television system and articles for hospital publications, coordinated the general orientation for new personnel, completed general office duties

Business Education Instructor - Lansing Community College (Lansing, MI), Katharine Gibbs School (Boston, MA), Newbury College (Boston, MA), Purbeck High School (Wareham, England), Milton High School (Milton, WI), 1986 - 1990

Taught high school and community college business education courses (e.g., accounting, office management, word processing, speedwriting, history of technology)

PUBLICATIONS

Textbooks

- Tunceren, L. & Cavusgil, S. (2005). *College Writing 4*. Boston, MA: Houghton Mifflin Publishing Company.
- Cavusgil, S. (1998). *Looking Ahead: Introduction to Academic Writing*. Boston, MA: Heinle & Heinle.
- Cavusgil, S. (1995). *The Road to Healthy Living in the Alliance Series: The Michigan State University Textbook Series of Theme-Based Content Instruction for ESL/EFL*. Ann Arbor, MI: The University of Michigan Press.

Chapters

- Cavusgil, S. (2008). Myth 7: Academic writing courses should focus on paragraph and essay development. *Writing Myths: Applying Second Language Research to Classroom Teaching*. (J. Reid, Ed.). Ann Arbor, MI: University of Michigan Press.
- Tickle, A. & Cavusgil, S. (1996). Avoiding mixed or incomplete constructions (pp. 112-121), Finding and revising subject-verb agreement errors (pp. 208-225), and Finding and revising pronoun agreement and reference errors (pp. 226-235). In Tickle, A. *The Writing Process: A Guide for ESL Students*. New York, NY: HarperCollins College

Articles

- Cavusgil, S. (2007, Aug). Establishing effective graduate student writer/mentor relationships. *Higher Education Interest Section, TESOL*. (M. Parker, Ed.). e-version

WORKSHOP/SEMINAR DESIGN & FACILITATION

Faculty Development:

The Institute for Pedagogy in the Liberal Arts, Oxford College of Emory University (May 15-16, 2014)

2-day faculty development workshop for faculty from Southeast colleges/universities: ***Teaching international students: Challenges and strategies***; co-designed and presented with M. Larsson

International Universities / GSU Partnerships, US Agency for International Development (USAID) funding (These workshops were offered at Georgia State University)

University of Baghdad, Iraq (grant recipients: Nelson, G. & Friginal, E.)

Three 11-week syllabus design e-projects: ***Developing an oral communication course; Academic writing pedagogy*** (Aug 2013-Jan 2014; Feb-April 2013; Feb-April 2012)

12-hour workshop: ***Curriculum design and the teaching of second language writing*** (July 16-19, 2012)

Gazi University, Ankara, Turkey (grant recipient: Nelson, G.)

10-week course: ***Developing academic writing skills*** (February-April 2010)

National Pedagogical University, Mexico (grant recipient: Nelson, G.)

4-hour video conference: ***Practical ideas for the adult ESL/EFL classroom*** (March 2009)

Co-designed/presented with D. Snell

Beijing University Health Science Center, Beijing, China (grant recipient: Nelson, G.)

3-week seminar: ***Issues in teaching academic writing*** (Summer 2007)

Cairo University, Cairo, Egypt (grant recipients: Byrd, P. & Nelson, G.)

Two 3-week seminars: ***Reflective teaching; Audio-visual aids for teacher-training workshops*** (2000)

Universidad Mayor -- Santiago, Chile (January 8-18, 2013)

15-hour faculty development workshop for 32 faculty from universities across Chile

12-hour faculty development workshop for 18 faculty from Universidad Mayor

Workshops focused on the establishment of academic writing centers and academic writing pedagogy

Traveled as an **English Language Specialist** (sponsored by Office of English Language Programs, US Dept of State)

National Forum of Educational Training, Escuela Normal de Atlacomulco - Atlacomulco, México (February 2010)
Two 2-hour workshops (*Rubrics: Assessment tools that provide effective feedback and enhance student learning*)
Traveled as an **English Language Specialist** (sponsored by Office of English Language Programs, US Dept of State)

Student Development:

Agnes Scott College and Emory University, Atlanta, Georgia (Jan 31, 2015)
Workshop for Speaking and Writing Center tutors: **Tutoring second language writers** (with S. Kegley)

Summer Institute, Office of International Initiatives – Georgia State University (July 2015, 2014, 2013)
Five 3-week courses on academic writing for visiting undergraduate/graduate students from Chinese and Korean universities; student cohorts included biology, business, and electives

Shanghai University, International Short Semester – Shanghai, China (June 17-28, 2013)
2-week seminar on critical thinking for undergraduate students

International Center for Public Policy, Andrew Young School of Policy Studies - Georgia State Univ (Jan-June 2012)
3 train-the-tutor workshops for doctoral students serving as tutors for Indonesian economic Master's scholars
2-hour writing workshop for the scholars
Developed a tutoring manual adopted by the Center

Office of International Student & Scholar Services – Georgia State University (Aug 2011)
2-hour workshop for new international graduate students: **Understanding and avoiding plagiarism**

A SELECTION OF PRESENTATIONS

- Cavusgil, S. & Kegley, S. (2015, Oct 30). **Working with multilingual writers in a writing center**, Writing Studio, English Department, Georgia State University, Atlanta, GA
- Larsson, M. & Cavusgil, S. (2014, March 27). **Assisting international students in your undergraduate classroom**. Oxford College of Emory University, Oxford, GA
- Cavusgil, S. (2013, June 19). **Writing to learn: Activities that support content-area learning**. Shanghai University, Shanghai, China
- Cavusgil, S., Al-Rifaie, N., & Jamil, A.F. (2013, Mar). **Developing students' critical thinking through the writing process**. TESOL Arabia, Dubai, United Arab Emirates
- Cavusgil, S. (2013, Jan 16). **Guidelines for effectively designing writing assignments**. Universidad de Los Andes, Santiago, Chile
- Cavusgil, S. (2013, Jan 15). **Establishing a successful writing center**. Universidad de Los Andes, Santiago, Chile
- Cavusgil, S. (2011 Nov). **Academic and literacy skills necessary for student success in academia**. Italy TESOL, Rome
- Cavusgil, S. (invited, 2011 Sept, 2011 Feb, 2010 Dec, 2010 Oct). **ESL and bilingual students: Commenting on papers and conferencing**. Critical Thinking through Writing Program, Writing Across the Curriculum, and Department of English, Georgia State University
- Cavusgil, S. (2011, Apr). **Assisting international graduate students in developing writing mentor relationships**. Conference on College Composition and Communications, Atlanta, Georgia
- Cavusgil, S. (invited, 2010 Nov). **Writing issues of a diverse student audience**. Regents' Center for Learning Disorders, Georgia State University
- Canseco, G., Feak, C., Greer, J., Cavusgil, S. (invited paper, 2010 Sept). **Exploring the academic journey of L2 writers**. Higher Education Interest Section, Southeast TESOL, Miami, Florida
- Cavusgil, S. (2010 July). **Rubric design**. Peru TESOL, Arequipa, Peru
- Caplan, N., Forsyth, A., Cavusgil, S., Greer, J., Rubin, D., Wagner, P. (invited paper, 2009 Sept). **What's working in the classroom: Successful strategies and techniques for teaching English for Academic Purposes at the graduate level**. Higher Education Interest Section, Southeast TESOL, Atlanta, Georgia
- Stowe, J. & Cavusgil, S. (2007 Nov). **Skills for success in a US university**. MEXTESOL International Convention, Boca del Río, Veracruz, México
- Cavusgil, S., Goldstein, L., Kohls, R., Phillips, T., & Spence, S. (invited paper, 2007 Mar). **Appropriate writing support for international graduate students**. Higher Education Interest Section, International TESOL, Seattle, WA
- Belcher, D., Cavusgil, S., & Weigle, S. (2006 Mar). **Establishing effective graduate student writer/ mentor relationships**. International TESOL, Tampa, Florida
- Cavusgil, S. & Snell, D. (2002 April). **Developing English for Academic Purposes curricula**. International TESOL Conference, Salt Lake City, Utah
- Cavusgil, S., Firestone, S., Weigle, S., & Yance, J. (2000 Mar). **Developing promotion and exit standards for ESL courses**. International TESOL, Vancouver, Canada
- Byrd, P., Cavusgil, S., & Murphy, J. (invited, 1997 July). **Task-based approach to an EAP curriculum**. Georgia Perimeter College, Atlanta, Georgia

- Bodnar, B. & Cavusgil, S. (1997 Mar). *Effective tools and techniques for managing the ESL classroom*. International TESOL, Orlando, Florida
- Cavusgil, S. (1994, Mar). *Special needs and projects: Obtaining and developing contract programs*. International TESOL, Baltimore, Maryland

GRANTS

- **Center for International Business & Educational Research Grant.** Institute of International Business – GSU
Design and facilitate a series of workshops for GSU's Fast-Track Masters of International Business program (co-development with J. Bunting) (2012 June)
- **Peru TESOL Travel Grant.** Georgia TESOL
Attend & present at Peru TESOL, Arequipa, Peru (\$2,000) (2010 Summer)
- **Freshman Learning Community Grants.** Office of Undergraduate Studies – Georgia State University
Develop courses for new freshmen
 - *Academic Language Acquisition and Cultural Influences* (\$2,000) (2009 Summer)
 - *Language, Culture, & Academic Success* (\$2,000) (2006-2007)
- **Writing Across the Curriculum Grants.** WAC Program – Georgia State University
Design writing intensive courses
 - *GSU 1010: Freshmen Orientation* (\$2,000) (2008 Summer-Fall)
 - *English Composition I* (\$2,000) (2006-2007)
- **Instructional Improvement Grant.** Georgia State University
Purchase ESL computer software and audio materials for GSU's Language Acquisition Resource Center (with A. Murray) (\$2,000) (1997 April)
- **Refugee Involvement in the 1995 TESOL National Convention.** US Department of Health and Human Services Administration for Children and Families
Travel and accommodation funds for refugee speakers involved in TESOL conventions (\$9,650) (1994 Sept)

A SELECTION OF ADDITIONAL PROFESSIONAL ACTIVITIES

- **Faculty advisor**
 - Assisted GSU's Office of International Initiatives with the 2015 Summer Institute program design, e.g., drafted a proposal and syllabus for PERS 2001: Leaders in a Global Society (Fall 2014)
 - Involved in GSU's College of Education's *Early College High School Initiative*, offering English Composition courses and a Freshman Learning Community (FLC) for participating high school students (Spring 2013, Spring 2008, Spring 2007-Fall 2007)
 - Involved with GSU's Office of Undergraduate Studies' *Freshman Learning Communities*: created and taught an FLC designed to develop the academic skills of undergraduate multilingual students; participated in the *Freshman Atlanta Connection* program offering language and student development support for an academic year (2005-2009)
 - Worked with GSU's *Writing Across the Curriculum* program to improve English Composition for multilingual learners and the university's undergraduate offerings (2008-2009)
- **Faculty mentor**
Served as a faculty mentor for a Brazilian visiting scholar from GSU's College of Business (Spring 2015), a Korean visiting scholar from Arts & Sciences (Fall 2014), and two Egyptian visiting scholars from College of Business (Fall 2014); met regularly with the Korean scholar to focus on language development and cross-cultural understanding and welcomed the Brazilian and Egyptian scholars as auditors in my ESL graduate courses and provided oral and written feedback on their microteaching, discussion leadership, and writing
- **ESL Assessment**
 - Oral assessment creation**
 - Created materials and procedures for oral proficiency assessment of students enrolled in the Summer Institute, Office of International Initiatives, Georgia State University (with J. Bunting) (April-May 2015)
 - Oral proficiency interviewer**
 - Georgia State Test of English Proficiency, Georgia State University (1994 - Present)
 - Candler School of Theology, Emory University (2015)
 - Laney Graduate School, Emory University (1995 - 2000)
 - Teacher Training Initiative for Egyptian EFL teachers, Georgia State University (Summer 1999, Spring 1999, Fall 1998)

Essay rater

- Georgia State Test of English Proficiency, Georgia State University (1994 - Present)

English language/curriculum consulting

- Oral and written business communication training. The Coca-Cola Company, Atlanta, Georgia (2013 Oct - Dec; 1995 July; 1994 August)
- Created activities for *Trace Effects*, a language learning software program designed for the international market through the US Department of State. Contracted by The SuperGroup, Atlanta, Georgia (with J. Bunting and D. Snell) (2009 Oct - 2010 July)
- Curriculum revision advice for the ESL Program, The Savannah College of Art and Design, Savannah, GA (with C. Delk) (2008 Dec)

Writer/manuscript reviewer

- Oral history/biography project focusing on a sociological perspective of life as an Indian in apartheid South Africa (with R. Vassen, London, England) (2014 Oct - Present)
- Co-designed (with J. Bunting) a grammar/writing textbook syllabus and draft chapter; contracted to provide feedback and suggested revisions on the subsequent manuscript, *Grammar and Beyond*. Cambridge University Press (2010 May-2011 July)
- Serve as a reviewer of ESL and teacher-training textbooks, chapters, and proposals for various publishers, including Bedford/St. Martins, University of Michigan Press, Longman, Houghton Mifflin, Pearson Education, Oxford University Press, Cambridge University Press, Prentice Hall Regents/Simon & Schuster (1995-Present)

Principal research investigator

Conducted research on the *Literacy Demands of Undergraduate Students* at Georgia State University (with J. Stowe), (2005 Dec - 2007 Dec)

External reviewer

Applied Language Institute, University of Missouri-Kansas City (Council on Program Evaluation) (2000 Nov)

HONORS & AWARDS

- o Georgia State University's *Instructional Innovation Award* for the Intensive English Program curriculum design (with J. Carson and D. Snell), 2002
- o Alpha Lambda Chapter of the Phi Beta Delta Honor Society for International Scholars, 2001
- o Michigan State University's *Excellence in Teaching* Nominee, 1993