

# MELANIE J. BAKER

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## Professional Experience

### **Faculty, Maryland English Institute University of Maryland, College Park, MD**

**2012 – Present**

- Teach intensive English for Academic Purposes (EAP) courses in reading, writing, grammar, listening, and speaking to diverse international student population
- Assess incoming Intensive English Program (IEP) students to determine current level of English proficiency
- Participate in conducting orientations for incoming IEP students
- Employ Canvas learning management system
- Design assessment materials
- Facilitate in-house professional development activities for faculty
- Participate in faculty Peer Observation Program
- Serve as Faculty Merit Review committee member and chair
- Created and coordinated *MEI News*, the Institute's quarterly newsletter
- Served as new faculty mentor
- Served as member of University Senate Committee on Equity, Diversity, and Inclusion

### **English Language Fellow, funded by U.S. Department of State Gori State Teaching University, Gori, Georgia**

**2015 – 2016**

- Taught undergraduate and graduate courses in the English Philology program, Department of Foreign Languages
- Designed and facilitated professional development and teacher training workshops for pre-service and in-service English language teachers
- Participated in the development of a formal teacher observation process and conducted formative teacher observations
- Created and led English-language "Coffee & Conversation" student group
- Participated in the monitoring and evaluation of the English Access Microscholarship Program at site locations throughout Georgia
- Co-planned and organized the Gori ETAG (English Teachers' Association of Georgia) regional conference
- Interviewed candidates for the Teaching Excellence and Achievement Program (TEA), a U.S. Department of State exchange program
- Participated in U.S. public diplomacy initiatives with U.S. embassies in the region

### **Adjunct Faculty, American English Language Program Montgomery College, Takoma Park, MD**

**2013 – 2014**

- Taught EAP courses in composition and reading to diverse student population
- Participated in course group meetings and norming sessions

### **Instructor, Intensive English Program University of Dayton, Dayton, OH**

**2012**

- Taught intensive EAP courses to diverse student population
- Employed Sakai learning management system
- Participated in restructuring the IEP curriculum
- Designed two new courses: Human Rights Through English and Listening and Note-taking Skills

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|   | <p><b>Adjunct Faculty, Intensive English Program and ESL Program</b><br/> <b>North Seattle Community College, Seattle, WA</b></p> <ul style="list-style-type: none"> <li>• Taught intensive EAP courses in reading, writing, grammar, listening, speaking, and vocabulary development to diverse student populations</li> <li>• Taught general (non-academic) integrated skills and basic literacy ESL courses to diverse student population</li> <li>• Served on the Testing Committee and participated in redeveloping the reading section of the IEP placement test</li> <li>• Assessed incoming IEP students to determine level of English proficiency</li> <li>• Participated in faculty Peer Observation Program</li> </ul> | <p><b>2009 – 2011</b></p>   |
|   | <p><b>Instructor, Intensive English Program</b><br/> <b>Kaplan International Center Seattle, Seattle, WA</b></p> <ul style="list-style-type: none"> <li>• Taught intensive, integrated skills English language courses to diverse student population</li> <li>• Chaperoned student activities and field trips</li> <li>• Revised and expanded the curriculum for the American English Pronunciation course</li> </ul>   | <p><b>2008 – 2011</b></p>   |
| <p><b>Other Professional Activities</b></p> | <p><b>Fulbright National Screening Committee</b><br/> Committee member, English Teaching Assistantships in East Europe</p> <ul style="list-style-type: none"> <li>• Review and rate application packages and recommend applicants for selection</li> </ul>  | <p><b>2016 – 2019</b></p>   |
|   | <p><b>Co-Chair, Higher Education Special Interest Group</b><br/> <b>WATESOL, Washington, DC</b></p> <ul style="list-style-type: none"> <li>• Planned professional development opportunities for higher education TESOL professionals in the Washington, DC metropolitan area and</li> <li>• Contributed to planning WATESOL annual conference and Spring SIG events</li> </ul>  | <p><b>2014 – 2015</b></p>   |
|   | <p><b>Guest Lecturer, Gymnázium P. O. Hviezdoslava</b><br/> <b>Dolný Kubín, Slovakia</b></p> <ul style="list-style-type: none"> <li>• Taught English to high school students using a variety of communicative and task-based methods and organized and led Dolný Kubín English Conversation Club</li> </ul>   | <p><b>2011</b></p>  |
|   | <p><b>Intern, Tréningové Centrum Kompas</b><br/> <b>Josiah Venture, Žilina, Slovakia</b></p> <ul style="list-style-type: none"> <li>• Trained volunteer English teachers for nine KECY English camps</li> <li>• Taught and oversaw the English component at three KECY English camps</li> <li>• Edited and expanded an English Teaching Guidebook for volunteer English teachers</li> </ul>   | <p><b>2011</b></p>  |
|   | <p><b>English Teacher, KECY Conversational English Camps</b><br/> <b>Slovakia, nationwide</b></p> <ul style="list-style-type: none"> <li>• Taught conversational English to junior high and high school students</li> <li>• Developed active learning, task-based, and content-based lesson plans to provide opportunities to develop speaking and listening skills</li> <li>• Facilitated discussion groups on a variety of theme-based topics for additional vocabulary development and speaking and listening practice</li> </ul>  | <p><b>Summers</b><br/> <b>2004 – 2008,</b><br/> <b>2011, &amp; 2014</b></p> |

**Selected  
Articles,  
Conference  
Presentations,  
& Workshops**

- Baker, M. (2017). My Classroom: Georgia. *English Teaching Forum*, 55(1), 40-44.
- Baker, M. & Galletta, A. (2017, March). "Peer Review Practices That Work." Presentation given at the annual meeting of TESOL International, Seattle, WA, USA.
- Baker, M. & Hernandez, D. (2017, March). "Authentic Assignments: Expanding Audience and Purpose to Increase Student Engagement." Presentation given at the annual meeting of TESOL International, Seattle, WA, USA.
- Baker, M. (2016, June). "Using Technology to Promote Active Learning." Presentation given at the Technology and Education Conference, Samtskhe-Javakheti State University, Akhaltsikhe, Georgia.
- Baker, M. (2016, April). Increasing reading motivation by bringing local literature to life. Poster presented at the annual meeting of TESOL International, Baltimore, MD, USA.
- Baker, M. & Galletta, A. (2016, April). "Beyond words: Challenges IEP students face to connecting on campus." Discussion group presented at the annual meeting of TESOL International, Baltimore, MD, USA.
- Baker, M. (2016, March). Engaging classroom activities for vocabulary development. Workshop conducted at American Center, Baku, Azerbaijan.
- Baker, M. (2016, March). Balancing fluency and accuracy: Communicative grammar practice activities. Workshop conducted at American Center, Baku, Azerbaijan.
- Baker, M. (2016, March). Recent research in error correction and feedback techniques. Workshop conducted at American Center, Baku, Azerbaijan.
- Baker, M. (2016, March). Focus on speaking: Simple and structured activities to get students talking. Workshop conducted at Qafqaz University, Baku, Azerbaijan.
- Baker, M. (2015, November). "Methodologies and approaches to foreign language teaching: Historical contexts, key features, and suitability in today's L2 classroom." Paper presented at the Eighth International Scientific Conference: Education in the 21st Century at Gori State Teaching University, Gori, Georgia.
- Baker, M. (2015, November). Designing effective lesson plans. Workshop conducted at Gori State Teaching University, Gori, Georgia.
- Baker, M. (2015, October). Principles and methodologies of effective language teaching. Workshop conducted at Gori State Teaching University, Gori, Georgia.
- Baker, M. (2015, October). Focus on communicative language teaching: Features of CLT and practical classroom activities from the communicative approach. Workshop conducted at Gori State Teaching University, Gori, Georgia.
- Baker, M. (2015, September). Communicative games and activities in the English language classroom. Workshop conducted at America House Kyiv, Kyiv, Ukraine.
- Baker, M. (2014, May). Grammar instruction: Clear, concise and engaging. Workshop conducted at Washington English Center, Washington, DC.
- Baker, M. (2013, May). Games and activities in the English language classroom. Workshop conducted at Washington English Center, Washington, DC.

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| <b>Associations</b>    | <p><b>Teachers of English to Speakers of Other Languages (TESOL)</b></p> <p><b>Comparative and International Education Society (CIES)</b></p> <p><b>Washington Area Teachers of English to Speakers of Other Languages (WATESOL), Co-Chair, Higher Education Special Interest Group, 2014 – 2015</b></p> <p><b>The English Teachers' Association of Georgia (ETAG)</b></p> |  |
| <b>Education</b>       | <p><b>University of Maryland, College Park, MD</b><br/>PhD Student, International Education Policy</p> <p><b>Seattle Pacific University, Seattle, WA</b><br/>Master of Arts, TESOL</p> <p><b>University of South Carolina, Columbia, SC</b><br/>Bachelor of Arts, Journalism and Mass Communications with Italian minor</p>  | <p><b>Expected 2020</b></p> <p><b>June 2009</b></p> <p><b>May 2007</b></p> |
| <b>Languages</b>       | <b>English (L1), Italian (intermediate), Slovak (intermediate), Georgian (beginner)</b>  |  |
| <b>Computer Skills</b> | <p><b>MS Office:</b> Word, Excel, PowerPoint</p> <p><b>Learning Management Systems:</b> Canvas, Sakai, Engrade</p> <p><b>Social Media:</b> Facebook, Twitter, Instagram, WordPress, Blogger</p> <p><b>Adobe Creative Suite:</b> Photoshop, InDesign, Illustrator</p>   |  |