

MARY ELIZABETH WARD

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EDUCATION

Master of Arts in English, specialization in Applied English Linguistics,
University of Wisconsin-Madison, Madison, Wisconsin, May 1995.
Comprehensive exams covered course work in theoretical English syntax
and phonology, second language acquisition, discourse analysis,
U.S. regional dialects, ESL teaching methods, and composition theory.

Bachelor of Arts in Italian, University of Wisconsin-Madison, Madison,
Wisconsin, May 1991.

Certification to Teach English as a Second Language, University of
Wisconsin, Madison, Wisconsin, August 1991. Course work includes the Structure of
English, English Phonology, ESL Principles of Language Learning, ESL Theory and
Practice, English Dialects, Language and Culture.

WORK EXPERIENCE:**Publications: Author & Curriculum Developer**

Author, "Best of America" for Kaplan International: write, develop, and proofread **6 modules, 5 lessons each, approx. 45 pages per module, 270 pages total**, with answer keys for internal-course use, Kaplan International, Boston, MA, U.S.A., *July 2017 – May 2018*.

Author, "Thinking Visually: Image Design, Layout, & Application in L2 Materials," Modern English Teacher, Vol. 25, Issue 4, pp. 44-46, October 2016, co-author Anna Riera Mora from Istituto Cervantes in London, U.K.

Author, ESP textbook: *English for the Fashion Industry*, Oxford University Press, 2011- 2012.

Contributor, article, OUP Global ELT Blog, "*How can knowing about textiles help me with my PR job in fashion?*"
August 2012.

Contributor, article, North Star Blog, "*Technology & Socializing: Authentic Listening Comprehension Exercise.*" "*Technology, Socializing, and Expressing Frustration,*" Longman U.S.A., 2010.

Author, ESP workshop materials, *Report Writing for the World Food Programme*, Byron Language Development, Rome, Italy, 2007-2008.

Author, Listening Skills textbook, *What I Believe: Listening and speaking about what really matters.* Pearson-Longman publishers, White Plains, New York, 2006-2007.

Curriculum Developer - Volunteer for the Alternative Learning Division, Madison Area Technical College, Madison, Wisconsin, May-July 1994. Use Competency Based Education principles to draft, revise, and submit for approval Competency Statements and Performance Standards for ESL curriculum.

Instruction, Teacher Training, Committee Work

Adjunct Professor of Writing, Introduction to Academic Discourse, English Department, Temple University- Rome Campus, September 2023-Present: **4 teaching hours/week, plus 3 office hours for 14 students.** Develop syllabus, find resources, stay current on topics and strategies to teach, evaluate, and provide in-class teaching, individual consults, and feedback on reflections, rhetoric in academic writing for an

entry-level undergraduate course.

Adjunct Professor of Public Speaking, Communications Department, The American University of Rome, September 2022 – present; **3 teaching hours per week, plus 2 office hours for 20-36 students**. Develop syllabus, find resources, stay current on topics and strategies to teach, evaluate, and provide feedback on rhetoric and public speaking strategies for an undergraduate 200-level course.

EFL/ESP Adjunct Professor of Academic English, LUISS Guido Carli University, Political Science, International Relations Departments (2.5 hours per week for 14-28 students, plus 3 weekly office hours) & Business (12 hours per week for 13 students, plus 3 weekly office hours), Triennale (undergraduate) and Magistrale (graduate) degrees, Content Teaching for: Academic Writing Lab, Rome, Italy, February 2022- present. Content teaching to teach written and oral academic English in the political science and international relations context. Prepare students for a final oral exam. For the Business Department, teach the intensive **WID (University Writing)** course to prepare students to participate in the triple degree undergraduate ACE program.

Committee Member, Strategic Enrollment, The American University of Rome, Rome, Italy, Strategic Enrollment Management Team, Advising Subculture Committee, September 2020-June 2021. As the voted-in Adjunct Representative for the university, volunteer to participate online in bi-monthly meetings and work with colleagues to share ideas on strategies to boost the undergraduate experience; conduct research (via the NACADA website & resources), propose for approval, and write three sections: Advising Diverse Student Populations, Graduate School and Continuing Education, Career Development and Internships.

Adjunct Professor of Business & Food Writing, Business Administration & Food Studies Departments, The American University of Rome, Rome, Italy, (**Business Writing, undergraduate: 14-24 students, 3 teaching hours, plus 2 office hours per week**) January 2019 – present; **Food Studies Master's Program (3 teaching hours per week, plus 1 office hour for 8-10 students)**, January 2021 - present. Develop syllabi, find resources, stay current on topics and strategies to teach, evaluate, and provide feedback on academic graduate writing and writing across media for a course in critical food studies.

EFL Business English Instructor, LUISS Business School, MBA & Business English Lab Program, LUISS Guido Carli University, Rome, Italy, February 2018-present. Conduct and generate materials for workshops on professional writing skills, lasting from 20 to 10, or 8 hours, for between 14-20 students.

EFL/ESP Instructor, Course Developer, Istituto Europeo di Design, English for: Communications (February 2008-May 2018), Fashion (October 2009-June 2021), and Advertising (February 2008-May 2010) Rome, Italy. Develop syllabi and course materials for ESP courses; teach, evaluate, and provide feedback to students on assignments and exams: **3 teaching hours per week for 25-30 students**.

Lead Teacher, Teaching Assistant Trainer, Instructor, Columbia University in the City of New York, American Language Program, New York, N.Y., Summer 4-Week Intensive Sessions in 2005 (plus fall semester), 2006, 2008, 2010, 2013. Teach various levels, prepare for tests, contribute to curriculum development; **8-14 teaching hours per week for 12-14 students for two groups**.

Lead Teacher, EFL Instructor, University of California at Berkeley, Summer English Language Studies, College Writing Programs, Berkeley, California, Summer 3-Week Intensive Session, July-August 2011; **3 teaching hours per week for 12 students**. Teach listening & speaking skills for academic and professional contexts to international students, provide feedback and evaluation, organize at least 2 field trips with associated academic activities.

Teacher Trainer, EFL Instructor, Language Exams Evaluator, Food and Agriculture Organization of the United Nations, Rome, Italy, September 1999-June 2005; 8-12 teaching hours per week for 10-12 students.

Basic Writing, Oral Communication Instructor, Madison Area Technical College, Madison, Wisconsin, August 1998 to June 1999; 6-10 teaching hours per week for 20-30 students. Teach the nuts and bolts of essay and composition writing, provide feedback and evaluation.

Teacher Trainer, EFL Instructor, Program Consultant, The American Cultural Center, Rome, Italy, October 1997-June 1998; 6-8 teaching hours per week for 10 students. Teach all levels & skills of EFL.

Co-Founder, Director of Studies, Teacher Trainer, EFL Instructor, The American Cultural Center, Rome, Italy, June 1996-June 1997. Coordinate employees, conduct training sessions, design and implement curriculum and entry-level tests, as well as set academic and employee policies.

Director of Studies for Beginning Levels, EFL Instructor all levels, Centro di Studi Americani, Rome, Italy, October 1994-June 1996; 8 teaching hours per week for 15 students.

Basic ESL Instructor & Language Lab Coordinator, Madison Area Technical College, Madison, Wisconsin, August 1992 to July 1994; 6 hours per week for 12 students.

Presentations & Workshops Led:

1. **"Shaping Empowerment: Negotiating Questionnaires & Feedback in EFL Classrooms,"** TESOL-Italy, November 19, 2016, Rome, Italy.
2. **"Getting the Most out of Authentic Listening Materials,"** with Elizabeth Böttcher, TESOL 2008.
3. **"Norming: Written Evaluation Techniques,"** Fall, 2005, with Shelley Saltzman, Ph.D, American Language Program, Columbia University in the City of New York.

Workshops at the Language Training Division at the F.A.O. of the U.N.

1. Thematic Lesson Design, 2005
2. Syllabus: Design and Application, 2005
3. Video Use in Foreign Language Instruction, 2004
4. Multicultural Activities for the Foreign Language Classroom, 2004
5. Tailoring Observation Feedback based on Teachers' Learning Styles, 2004
6. Observation Techniques: Encouraging Reflective Teaching, 2003
7. Peer Observation: A Framework, 2003

LANGUAGES

English: Native speaker; **Italian:** fluent reading, writing and speaking; **French:** good reading and oral comprehension, basic conversation; **Spanish:** basic reading and oral comprehension skills.

PROFESSIONAL DEVELOPMENT

1. **ColumbiaX MOOC: Inclusive Teaching: Supporting All Students in the College Classroom**, ColumbiaX, an online learning initiative of Columbia University in the City of New York, December 2021, verified certificate ID Zab56340dBfc402284b2456W41346.
2. **Future Learn online 2020 courses:** Teaching English Online (Cambridge ELT), Transforming Digital Learning (Deakin University), June & July 2020.
3. **Magna Publications:** Seven Considerations for Online Teaching; Taking Your Teaching Online, July 2020.
4. *How can we blend our learning effectively? Principles and Tools.* Russell Stannard, OUP, April 2016.
5. *How to keep up with language change,* Chris Rose, NILE, April 2016.
6. *Practical tips and practical theories: we need them both,* Penny Ur, Cambridge English, March 2016.
7. *Think Globally, Act Locally: Adapting published materials,* Alan Pulverness, NILE, January 2016.
8. *Using Formative Assessment in the Classroom to Monitor Student Learning,* TESOL Virtual Seminar, January 2016.
9. *Authenticity in Language Teaching,* Susi Pearson & Maria Heron, NILE, December 2015.
10. *Real World: Helping Students with Functional Language,* Cambridge English, April 2014.

Conferences

- Oxford University Press ELT Conference, March 2012, 2013, 2014, Rome, Italy.
- British Council Italia, Innovations for Learners and Teachers, November 2010, Rome, Italy.
- International House Conference, October 2010, November 2017, Rome, Italy
- TESOL International, 2008, 2006, 1999, 1997, various locations in the U.S.A.
- TESOL-ITALY, November 2016, 2015, 2014, 2004, 1997, 1996, 1995, Rome, Italy.

COMPUTER & SOFTWARE KNOWLEDGE

Zoom, Skype, WebEx, Microsoft Word, Microsoft Surface Hub, Outlook Express, Microsoft Office, Power Point, Apps for mobile devices (Voice Thread), Mindnode, Blogger, Loom, Google Meet, Google Docs & JamBoard.

-Learning Management Systems: Canvas, Moodle, Microsoft Teams, Google Classroom.

References for Mary Ward

Maria Grazia Quieti, Ph.D.

Director

[Master in Food Studies](#)

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Kathleen Fitzsimmons

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John Beaumont

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Maria Hillan

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