

Polly Howlett
W: 802-654-2274

PROFESSIONAL OBJECTIVE: To teach in intensive EFL/ESL programs at the graduate and undergraduate levels and in teacher training programs, while maintaining professional development through new challenges.

EDUCATION

Endorsed for ESL on Level I License for Secondary English; 1998
Licensed for Level I Secondary English; 1989 to present (regular renewals)
Masters Degree in TESL/TEFL: Saint Michael's College (SMC); 1985
Intercultural Studies, University of Oldenburg, Germany; 1984-1986:
Bachelors Degree in Psychology: Bates College, Maine; 1977

TEACHING EXPERIENCE: full-time at Saint Michael's College (SMC) since 1988;
Department of Applied Linguistics (ALD).

Instructor of English as a Second Language (ESL)

Intensive English Program (IEP) All levels: usually intermediate or higher
Core skills of reading, writing, grammar
Oral skills
Content electives: Current Events, TOEFL,

Academic English Preparation Program (AEP)
College Reading & Writing;
Academic English Support: English for Nutrition; Political Science
Grammar
Special Programs for Japanese, Russian, Soviet Union groups at SMC

Teacher Trainer

Masters Program in Teaching English to Speakers of Other Languages
(MA TESOL) Program at Saint Michael's College
GSL 686 Practicum I & GSL 688 Practicum II
GSL 565 Grammar in the Classroom
GSL 506 Communication Skills
Grammar in the Classroom at College of Foreign Languages
National University of Vietnam in Hanoi (Aug, 2000)
Diploma TESOL Program (non credit bearing; summer intensive program)
Integrated Skills
Theory and Methods
Grammar in the Classroom

Visiting Professor for Fall 2002 Semester in the Department of Modern
Languages English courses at Universidad de las Americas in Cholula-

Puebla, Mexico; Study Abroad Program Advisor to SMC undergraduates there.

Adjunct Professor of ESOL Writing, Johnson State College; Johnson, Vermont; 1990, 1991, 1993

ADMINISTRATIVE EXPERIENCE:

Diploma Program Coordinator: Responsible for scheduling, faculty, budget, materials, communication, room and board arrangements for the six-week, non-degree teacher training program. (Since May, 2000)

Practicum Coordinator: Developed and organized materials, processes, forms, and arrangements for MA-TESOL Student Teaching in Vermont and overseas. (1996-2006)

Acting Academic Director and Instructor: Aspect International Language School, University of Central Florida, Orlando. Supervised up to eight instructors and one hundred and twenty students. Responsible for planning courses; scheduling classes, teachers and room assignments; testing and orientation; placement (1994 Spring Semester Leave)

COMMITTEE RESPONSIBILITIES

2008-2009 Commission on English Language Program Accreditation (CEA):
Committee for Student Services
2007-2008 Task Force for English Language Programs
2007-2009 Faculty Lounge Committee
2006-2007 Department Liaison to the Library: collect, classify, submitted requests
2006-2009 American Association of University Professors (AAUP): Secretary/Treasurer
to Saint Michael's College chapter
2006-2007 CEA Student Achievement Committee for English Language Programs
2005-2006 Department Practicum Committee
2005-2006 Secretary/Treasurer of SMC AAUP chapter
2002 NNETESOL Newsletter Committee—Managing Editor
1999-2004 Chair of Department Practicum Committee SIS
1996 Vermont Adult Learning/VT Refugee Resettlement Committee on Assessment
1995 Department Committee for Textbook Evaluation and Recommendation
Department Committee for Development of Diploma Program in TESOL
1993 Department Committee for Development of Curriculum for Electives in the IEP
Department Faculty Development Grant: Curriculum Development
Department Committee: Student Evaluation of Teachers
Department Committee for Undergraduate Associate Program Testing Project

PROFESSIONAL GROWTH: COURSES AND GRANTS

- 2009 Problem Based Service Learning Institute: Jan. 8-9; Middlebury College: Course Participant(CREATE): Grant recipient and Team Leader for Project: *Supervisor Handbook for Content and ESL Student Teaching*
- 2008 GED 530 Literacy in the Middle and Secondary Schools: course taken
- 2008 CREATE Institution Winter Conference: *Shared Responsibility for English Learners*; Dec. 12: Conference Participant
- 2008 Service Learning Mini Retreat Dec. 4; Saint Michael's College: Course Participant

PRESENTATIONS

- "How to Deal with the Challenging Student": Paper on classroom and course management for Saint Michael's College Pedagogy Day; January 14, 2007.
- "A Teacher Action Research Project: Self-directed Professional Development to Improve Written and Spoken Comments to Students in a High Anxiety Course" at Northern New England TESOL in Biddeford, Maine, April 2005.
- "Teaching Literature to High School Students" in Westbrook, Maine at 'Teacher to Teacher Workshop' for Maine ESOL Network, May 2004.
- "Writing for K-College—what ESL and Non-ESL Instructors are Doing" at NNETESOL in Manchester, New Hampshire, April 2003.
- "Teaching Secondary Students Shakespeare and Harry Potter" at TESOL in Salt Lake City, UT April 2002.
- "Working with Shakespeare and Harry Potter" at NNETESOL , Southern New Hampshire University in Manchester, New Hampshire, November, 2001.
- "Working with Shakespeare and Other Classics" at NNETESOL in Portland, Maine, April 2001.
- "Making Low Tech and High Tech Communication Decisions for the International Office" Panel at Association of International Educators (NAFSA) Conference in Rhode Island, Fall 1999.
- "Student Empowerment and Growth in Anthologies of Free Writing" Demonstration at Spring Northern New England TESOL 1996.
- "Teacher Development" Teleconference Presenter, Academic Conference Cairo USIS 1996.
- "Growing an ESL Network; Sharing Resources, Building Connections", Panel Presenter for Literacy Works Conference, 1996.
- "Practical Standbys for Reading: Integrating Listening, Speaking, and Writing", Workshop at Summer TESOL Meeting, University of Iowa, 1994.
- "Practical Standbys for Reading Classes", Workshop at Fall NNETESOL Conference 1993.
- "The Pits and Pitfalls: Error Correction", Demonstration at Spring NNETESOL Conference 1992.
- "Drama Techniques in the Classroom", Workshop at the National Symposium of English Teachers in Cairo, and for the English Teaching Program in Alexandria, Egypt; 1987.

PROFESSIONAL WRITING

- 2007 Wrote first draft of the ALD "Student Services Procedural Manual" for the CEA accreditation process
- 1998 Wrote the answer Key for Book 2, Grammar Links for Prof. Mahnke
- 1997 Analyzed the text Writing From Experience (Marcella Frank) for St. Martin's Press to provide publisher with input for its new edition.
- 1997 Reviewed the workshop "Surfin' ESL" (Christine Mitchell) for the spring NNETESOL Conference and newsletter.
- 1996 Piloted and Reviewed Crossroads Café, television-ready ESL Series, for Heinle-Heinle and for NNETESOL Newsletter
- 1995 Assessed TOEFL materials for Denise Cripps of Heinemann ELT to enable them to judge the quality of the text material produced for publication.
- 1994 Reviewed Finding Out (Heinemann International, 1991); NNETESOL Newsletter
- 1992 Analyzed for revision Let's Start Talking by George Rooks for Heinle & Heinle.
- 1991 Reviewed Expeditions into English (Prentice Hall Regents, 1991) for NNETESOL Newsletter

TESOL AFFILIATION RESPONSIBILITIES

President of NNETESOL; Site Chair for spring NNETESOL Conference at SMC 2004
 President-Elect/Program Chair for NNETESOL 2002 spring and 2003 fall conferences
 Managing Editor of Northern New England TESOL Newsletter 2001- 2002
 Site Chair for spring NNETESOL Conference; SMC 1999-2000
 Affiliate Representative of NNETESOL 1998-1999
 President of NNETESOL 1997-1998
 Proposal Evaluator for TESOL Poster Session: 1998
 President - Elect to NNETESOL 1996-1997
 Program Chair of NNETESOL spring conference in Brattleboro, VT 1996
 Program Chair of NNETESOL fall conference in Manchester, NH 1996
 Site Chair TESOL Institute Summer Conference at SMC: All TESOL Weekend 1995
 Vermont Representative to NNETESOL Executive Board 1992-1996

CURRENT PROFESSIONAL AFFILIATIONS

Member-Association of American University Professors (AAUP)
 Member- Teachers of English to Speakers of Other Languages (TESOL)
 Member- Northern New England TESOL (NNETESOL)

VOLUNTEER SERVICE WORK

Capitol City Grange Hostess for 30 Intensive English Program students from SMC for Meeting, Lecture on Vermont Probation, Potluck Dinner and Contra Dance
 Vermont Refugee Resettlement Program "Host" to New Arrivals 2008
 Granger at Capitol City Grange; Grange Overseer 2007-present
 Member-Worker at City Market Coop 2006-present
 Lake Champlain Community Sailing Center volunteer; yard maintenance and boat rental/class boat rigging assistance; 2006, 2007.; dock construction 2008

Spring/Christmas Break college trip leader for Mobile Office of Volunteer Effort (MOVE) in Soup Kitchens; Homeless Shelters; Big Thicket Preserve (trail maintenance in Texas); Selma, Alabama Youth Development Center; and After School Tutoring Programs at the elementary level; 2004, 2000, 1999, 1997, 1996.

Short-term Crisis Counselor; Women's Rape Crisis Center Hotline; 2000-2002.

TEACHING EXPERIENCE PRIOR TO SAINT MICHAEL'S COLLEGE

1987-1988 American Cultural Center, Alexandria, Egypt Full Time TEFL to all levels

1987 St. Michael's College, Vermont, USA; Full Time Summer Adjunct, all levels ESL

1981-1986 Volkshochschule Oldenburg, Kreisvolkshochschule Jever, Germany

- Professional Staff Development (1986) of a 40 hour seminar for German EFL teachers
- Instructor at the German government sponsored adult education schools
- Private Tutor of English to German children ages 10-18.

1977-1978 Brandon Training School, VT, USA: Instructor for learning disabled adults

REFERENCES at Saint Michael's College

Dr. Mahmoud Arani; MA TESOL Director 802-654-2277 marani@smcvt.edu

Dr. Susan Jenkins; MA TESOL Director 802-654-2801 sjenkins@smcvt.edu

Dr. Daniel Evans; English Language Programs Director 802-654-2264
devans@smcvt.edu

Sheena MacPherson; Retired Director of English Language Programs 802-497-0397
smacpherson@smcvt.edu

Dr. William Wilson; Retired Provost; Vice president for Academic Affairs, and Political Science Professor 802-899-3091

LANGUAGES: Fluent German, basic French/Spanish, beginning Arabic and Japanese.

EXTRA-CURRICULAR: Dance, hiking, reading, skiing, travel, movies, gardening, sailing, volunteer work—especially construction