

MICHELLE HAWK

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EDUCATION & CERTIFICATION

Master of Education (M.Ed)
Indiana Wesleyan University
Marion, Indiana - 2006

Bachelor of Arts (B.A.), English & Secondary Education, *magna cum laude*
Indiana Wesleyan University
Marion, Indiana – 2001

Educator License
Indiana Department of Education

TEACHING & INSTRUCTION EXPERIENCE

Professor of Record, 2023-present
Online Dual Enrollment Program
CampusEDU – Marion, Indiana

- Writing to Communicate
 - Provided feedback on course development
 - Created scripts and videos for module introductions, resources, etc.
 - Conducted live Google Meets for each module
 - Created alternative Flip assignments
 - Answered student email inquiries
 - Worked with TAs on assessment procedures

Assistant Professor, 2020-present
Division of Modern Language, Literature, and Communication
Indiana Wesleyan University – Marion, Indiana

- Effective Writing (ENG 119)
 - Worked with students to help develop fundamental writing skills; recognize and use Standard American English grammar, sentence structure, and punctuation; compose clear, effective sentences, paragraphs, and essays; utilize each stage of the writing process; employ a variety of rhetorical strategies for narrative and explanatory writing; utilize principles and strategies for reading and comprehending college-level textbooks; examine, criticize, and evaluate ideas and points-of-view of materials read; and develop a stronger vocabulary and reading skills
- Research Writing (ENG 120)
 - Worked with students to help examine and employ a variety of rhetorical strategies and organizational principles of narrative, expository, and persuasive writing; employ techniques of paragraph development, transitional elements, and stylistic devices; utilize each stage of the writing

process; evaluate and synthesize data and sources to develop ideas through research

- Humanities World Literature (ENG 180) – onsite and online
 - Worked with students to help examine literature in the context of world history and culture, acquaint them with major authors in world literature, and strengthen their reading skills while deepening their intellectual, cultural, and spiritual experience
- Methods of Teaching Senior High/Junior High/Middle School English (EDU 382)
 - Worked with students to help develop skills in instructional planning, performance, and assessment; instruction in oral language, written language, reading, literature, non-print media, and language for learning; and instructional use of emerging technologies
- Teaching Writing: Composition Theory, Pedagogy, and Practice (WRI 390)
 - Worked with students to help discover practices and pedagogies of writing composition through the study of composition theories; learn and select instructional and assessment techniques to serve a variety of learners

Adjunct Instructional Designer, 2022-present

National & Global

Indiana Wesleyan University – Marion, Indiana

- Worked with IWU's LXD team to complete a major revision of an online business course
- Worked directly with Subject Matter Expert (SME) and Course Reviewer (CR) to ensure timely and effective delivery of the course
- Maintained Project Plan
- Developed Detailed Course Outline (DCO) and additional courseware
- Reviewed all content with focus on alignment to the standards and the Quality Course Rubric (QCR) and provided feedback and guidance as needed to ensure alignment
- Provided recommendations for APA resources and student materials
- Created interactive student activities using SoftChalk
- Participated in course development team meetings

Student Teacher & Practicum Supervisor, 2012-present

School of Teacher Education

Indiana Wesleyan University – Marion, Indiana

- Conducted student observations within school placements
- Communicated with cooperating teachers
- Worked with students to achieve outcome goals and portfolio development
- Utilized Chalk & Wire for portfolio assessment
- Organized and directed student teaching oral defense committee

Teaching Fellow, 2018-2020

Division of Modern Language and Literature

Indiana Wesleyan University – Marion, Indiana

- Methods of Teaching Senior High/Junior High/Middle School English (EDU 382)
- Effective Writing (ENG 119)
- Research Writing (ENG 120)

- Humanities World Literature (ENG 180)

Adjunct Professor, 2012-2018

Division of Modern Language and Literature

Indiana Wesleyan University – Marion, Indiana

- English Pre-Composition (ENG 100)
 - Worked with students to help develop fundamental writing skills; recognize and use Standard American English grammar, sentence structure, and punctuation; compose clear, effective sentences, paragraphs, and essays; utilize each stage of the writing process; and employ a variety of rhetorical strategies for narrative and explanatory writing
- Critical Reading and Study Skills (ENG 101)
 - Worked with students to help recognize and use principles and strategies for reading and comprehending college-level textbooks; examine, criticize, and evaluate ideas and points-of-view of materials read; and develop a stronger vocabulary, study skills, and reading skills
- English Composition (ENG 120)
 - Worked with students to help examine and employ a variety of rhetorical strategies and organizational principles of narrative, expository, and persuasive writing; employ techniques of paragraph development, transitional elements, and stylistic devices; utilize each stage of the writing process; evaluate and synthesize data, sources, and ideas to develop arguments through research

Adjunct Professor, 2007-2011 (onsite) & 2017 (online)

National & Global: College of Adult and Professional Studies

Indiana Wesleyan University – Marion, Indiana

- Communications I (ENG 140), Communications II (ENG141)
 - Worked with students to help utilize each stage of the writing process, express ideas effectively in writing, analyze narrative, expository, and persuasive writing techniques, evaluate and revise written products to improve effectiveness, employ critical thinking and reading skills to improve communication

Freelance Editor, 2012-2016

Ph.D. dissertation in religious and historical studies

- Edited for content, grammar, and Chicago Style formatting

Private Tutor, 2007 & 2010

Marion, Indiana

- High school composition course
- Elementary grammar concepts

Middle School Teacher (6th-8th Grade), Language Arts, 2001-2006

Lakeview Christian School - Marion, Indiana

- Academic areas covered:
 - Composition
 - Literature (novel based)

- Grammar
- Vocabulary and Spelling
- Biblical Literature
- Developed and implemented new learning units:
 - Composition units based on state required writings
 - Eleven novel based units
 - Grammar units based on Indiana Standards
 - Enhanced spelling and vocabulary curriculum
 - Seventh grade grammar & writing remediation
- Co-chaired school-wide fundraiser
- Co-sponsored 6th/8th class
 - Organized community outreach projects
 - Taught character education curriculum
 - Coordinated quarterly fundraisers
 - Planned/oversaw 8th grade annual trip to Washington, D.C.
- Coached middle/high school writing students
- Sponsored middle school newspaper club
- Assisted 5th grade teachers as aide

INDIANA WESLEYAN UNIVERSITY ADMINISTRATIVE/COMMITTEE EXPERIENCE

LMS Committee Member, Fall 2023-present
Indiana Wesleyan University – Marion, Indiana

Secondary Education Committee Member, Fall 2021-present
School of Teacher Education
Indiana Wesleyan University – Marion, Indiana

Search Committee Member, Spring/Summer 2023
School of Teacher Education
Indiana Wesleyan University – Marion, Indiana

- Selected and interviewed qualified candidates

Committee Leader, Spring 2016, Fall 2021
School of Teacher Education
Indiana Wesleyan University – Marion, Indiana

- Assembled committee members for portfolio oral defense
- Assessed student teaching candidate's readiness and competency

Task Force Member, Fall 2018
Department of Modern Language and Literature
Indiana Wesleyan University – Marion, Indiana

- Created ENG 105: Foundations of English course
- Developed course description, objectives, requirements, schedule, and assignments

Committee Member, Spring 2016
Center for Student Success
Indiana Wesleyan University – Marion, Indiana

- Created Foundations for College Success course
- Developed course description, objectives, requirements, schedule, and assignments

OTHER ADMINISTRATIVE/COMMITTEE EXPERIENCE

Council Chairperson, 2011-2014

Mt. Olive Preschool - Marion, Indiana

- Conducted monthly meetings
- Assisted with interpersonal conflicts
- Created and implemented scholarship program
- Analyzed and implemented new policies
- Reviewed and updated safety procedures and Parent/Employee Handbooks
- Managed yearly budgets

Policy Review Committee, Summer 2014

Mt. Olive Preschool - Marion, Indiana

- Analyzed effectiveness of all current policies
- Researched alternative policies
- Updated and rewrote policies: registration, tuition, arrival & departure, safety procedures

Hiring Committee, Spring/Summer 2013 & 2014

Mt. Olive Preschool - Marion, Indiana

- Spearheaded Preschool Director and Administrative staff search
- Created job descriptions
- Reviewed applications
- Interviewed candidates
- Hired qualifying candidates
- Provided job training

Mt. Olive United Methodist Church Administrative Council, 2011-2012

Preschool Representative

Mt. Olive UMC - Marion, Indiana

- Reported on preschool events
- Worked with Trustees to maintain preschool facilities

AWARDS & HONORS

Recognized as a Most Influential Teacher by the Independent Colleges of Indiana's Realizing the Dream program – December 2020

CONFERENCES/COURSES

Higher Learnings: How to Boost Academic Integrity in the Age of AI (James Lang) – Feb. 2024

CoGrader AI Week – Feb. 2024

CEO Teacher: Video and Online Resource Creation – 2023 (Online)

ISTE Live 22 – June 26-29, 2022 (Online)

Conference on College Composition & Communication – March 13-16, 2019

PRESENTATIONS

Indiana Wesleyan University - Faculty Enrichment: The Flipped Classroom – March 2023

PUBLICATIONS

Thriving Journal for First-Year College Students – August 2023 (Self-Published)

REFERENCES

Dr. Paul Allison

Professor of English/Writing

Division of Modern Language, Literature, & Communication, Indiana Wesleyan University

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Marion, IN 46953

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paul.allison@indwes.edu

Dr. Roberta Henson

Former Professor of English & Division Chair

Division of Modern Language and Literature, Indiana Wesleyan University

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Dr. Mary Alice Trent

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Dr. Anita Manwell

Dean of School of Teacher Education & Professor of Education

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