

Melissa Hernandez-Katz
Arts & Humanities
The University of Texas at Dallas
800 West Campbell Rd, JO 31
Richardson, TX 75080
972-883-6672; mhkatz@utdallas.edu

Educational Achievements

DOCTORAL STUDENT IN HIGHER EDUCATION University of North Texas, Denton, TX	ABD
MASTER OF ART IN COMMUNICATIONS St. Mary's University, San Antonio, TX	May 1997
BACHELOR OF ARTS IN BUSINESS ADMINISTRATION Texas Lutheran University, Seguin, TX Emphasis in accounting	May 1995

Teaching Experience

The University of Texas at Dallas, Arts & Humanities Department

Senior Lecturer Fall 2012 – Present

Adjunct Lecturer Fall 2011- Spring 2012

ECS 3390 – Professional and Technical Communications; a required class for Engineering and Computer Science students. Ensure that SACS and ABET objectives and outcomes are met. Curriculum includes group project and presentation, individual project and presentation, and learning writing techniques which will be applicable in a job setting.

COMM 3311 – Interpersonal Communications – Curriculum includes concepts in communication theory; learning and performing communication skills that can enhance relationships; understanding how technology affects interpersonal communications.

COMM 4350 – Intercultural Communications – Curriculum includes examination of intercultural contexts related to verbal and nonverbal communication, such as ethnocentrism, stereotyping, prejudice, proxemics, kinesics, haptics, and chronemics. Also understanding how technology has had an effect on intercultural communication.

The University of Texas at Dallas – Adjunct Lecturer Fall 2008 – Fall 2010

Taught Rhet 1101 for incoming freshman. Class focused on important aspects of adapting to college. This included time management, motivation, academic skills, work habits, and communication skills.

Lone Star College System – Adjunct Lecturer Fall 1999

- Taught Interpersonal Communications which included concepts in communication theory; recognizing and demonstrating appropriate emotions and feelings in a variety of communication studies; recognizing and interpreting nonverbal messages; applying

effective listening skills; recognizing the importance culture plays in interpersonal communications.

- Taught Public Speaking for Business which included interviewing skills, working in teams, practicing delivery of presentations and styles.
- Taught Public Speaking which included a variety of styles of delivery, selecting appropriate topics for specific speaking occasions, applying organizational skills for selected types of speeches, demonstrating effective use of voice and body.

Professional Experience

The University of Texas at Dallas (2007 – 2012)

- **Assistant Director in the Erik Jonsson School of Engineering and Computer Science Undergraduate Advising Office** - Responsible for special programs such as Jonsson Summer Program and TexPREP; work with ECS Living Learning Community Students. Responsible for presentations to prospective students including events such as Scholars Day, Preview Friday's, and Freshman Orientation. Also work with department chairs to assess student needs regarding classes and degree plans. Supervise 8 academic advisors which includes scheduling and performance reviews.

The University of North Texas (2001 – 2007)

- **Senior Academic Counselor for The Texas Academy of Mathematics and Science** Responsible for 200 students and their academic progress while in program. Included contacting professors for grades; contacting parents; and working with students on probation.

The University of Texas at Dallas (2000 – 2001)

- **Enrollment Specialist** - Visited high schools throughout the State of Texas informing them about UTD; assisted with open house events; worked with tour guides to ensure prospective students were receiving correct information.