Janece Glauser

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Performance Profile

- Higher education professional with over 15 years experience developing, implementing, and revising course content for courses in rhetoric and communication, English, and humanities departments.
- Teaching experience at 9 different public and private institutions in 5 different states (Utah, Texas, Florida, Arkansas, and California).
- Extensive teaching experience with traditional, non-traditional, and multi-national students.
- Experience with live instructor led, web-conference remote, and online classroom training and instruction.
- Proficient in various eLearning platforms.
- Professional Technical Writer and SEO Writer.

Core Competencies for Education

- Professional Communication
- Technical Communication
- Online Education
- eLearning
- Learning Outcome Implementation
- Public Speaking
- Adult Education
- Written and Verbal Communication
- Instructional Design
- Editing
- Style Guides
- Formatting & Citation (APA, Chicago, IEEE, DOD, MLA)

Higher Education/Teaching Experience

LECTURER   August 2013 – present
Professional and Technical Communication for Engineering and Computer Science **(ECS 3390)** at University of Texas at Dallas

- Develop and deliver course content for ESC 3390
- Design and manage eLearning instruction platforms.
- Lead lecture and discussions to class sizes of 20 students.
- Provide written input and recommendations to revise and edit ECS 3390 textbook.

ONLINE AND EAGLEVISION INSTRUCTOR   November 2008 – present
Embry Riddle Aeronautical University Worldwide

- Develop and deliver online course content for eLearning courses via BlackBoard instruction platform (remote online).
- Monitor daily discussion boards and blogs.
- Facilitate eLearning activities.
- Evaluate written assignments, participation, and small group interaction.
- Guide 25 students per class through 9 week module terms.
- Created content for remote learning platforms in SabaCentra web-conferencing software.
- Trained faculty to create course content and deliver lectures to live and remote students simultaneously.
- Collaborated cross-functional with other faculty, IT department staff, and faculty support staff to ensure that course content was in compliance with department guidelines and AAUP accreditation requirements.
- Collected and maintained data on student interaction during the term of test courses.
- Wrote detailed proposal analyzing data and proposed recommendations for revision to the EagleVision web-conferencing learning format.

Approved to teach the following courses via eLearning:

- **GNED 101** *Fund. of College Student Success*
- **ENGL 123** *English Composition*
- **ENGL 143** *Studies in Rhetorical Theory*
- **ENGL 221** *Technical Report Writing*
- **ENGL 222** *Business Communication*
- **HUMN 142** *Studies in Literature*
- **HUMN 300** *World Literature*
- **HUMN 310** *American Literature*
- **SPCH 219** *Speech*

CLASSROOM INSTRUCTOR   March 2003 – June 2010
Embry Riddle Aeronautical University Worldwide (Remote)

- Developed and delivered course content and learning objectives for university courses.
- Conducted 5-hour weekly standing lectures to classes of 25 adult classes on commuter campus (*Naval Air Station Pensacola* and *Little Rock Air Force Base*).
- Managed and mentored small groups.

Approved to teach the following courses live or remote through EagleVision web-conference:

- **GNED 101** *Fund. of College Student Success*
- **ENGL 123** *English Composition*
- **ENGL 143** *Studies in Rhetorical Theory*
- **ENGL 221** *Technical Report Writing*
- **ENGL 222** *Business Communication*
- **HUMN 142** *Studies in Literature*
- **HUMN 300** *World Literature*
- **HUMN 310** *American Literature*
- **SPCH 219** *Speech*

LECTURER/ADVISOR   August 2005 – June 2006
Honors College Oxford Thesis Seminar **(HONC 4320)**
at University of Central Arkansas

- Guided university seniors in the Honors College through the process of writing capstone theses.
- Advised students on orally defending their theses before faculty and visitors.
- Facilitated online workshop groups in eLearning platform.
- Scheduled and supervised oral theses defense presentations.

LECTURER/COMMUNICATIONS SPECIALIST   August 2003 – June 2003
Department of Writing and Speech at University of Central Arkansas

- Developed and implemented learning objectives and course content for undergraduate writing and speech courses (Department of Writing and Speech).
- Collaborated cross-functionally with other faculty to integrate technology into learning as part of Title III Federal Grant.
- Built and monitored course shells in eLearning platforms through WebCT.
- Contributed to the department goals to meet department mission and objectives.
- Assisted with department projects as needed.
- Supported the implementation and sustainability of curriculum development.

Approved to teach the following courses for the Department of Writing and Speech:

- **WRTG 1310** *Introduction to College Writing*
- **WRTG 1320** *Academic Writing and Research*
- **SPCH 1300** *Basic Oral Communication*
- **WRTG 3310** *Technical Writing*
- **HONC 4320** *Honors College Oxford Thesis Seminar*

INSTRUCTOR   August 2003 – October 2003
Writing Purposes and Research **(ENGL 106)** at Park University

- Created and implemented course content for English Composition.
- Delivered 5-hour weekly training and discussion groups to military and civilian students at a satellite campus on Little Rock Air Force Base.
- Participated in succession planning activities for Air Force College.

INSTRUCTOR   August 2002 – December 2002
Good and Great Modern Novels at Our Lady of Corpus Christi Liberal Arts College

- Developed and executed course content and learning objectives for a survey course of prominent 19th and 20th century British novelists.
- Advised students on college requirements for graduation.

INSTRUCTOR   August 2002 – December 2002
English Composition I **(ENGL 1301)** at Del Mar College

- Developed and implemented course content and learning objectives for communications courses.
- Advised students on college requirements for graduation.

INSTRUCTOR
English Composition II **(ENC 1102)**   August 2001 – June 2002
College Reading **(REA 007)** at Pensacola Junior College

- Created and implemented course content and learning objectives for courses in two academic departments (Developmental Studies and English).
- Delivered training seminars instructing students on fundamentals of college success and time management.
- Maintained regular communication and collaboration between institutions and departments.

ADVISOR TO GRADUATE INSTRUCTORS at Brigham Young University   August 2000 – May 2001

- Supervised 30 graduate instructors in the development and execution of curriculum for English Composition courses.
- Managed multiple projects and curriculum sessions throughout the course of three semesters.
- Served on a committee to design and lead a week-long training seminar.
- Scheduled and staffed workshops for training seminar.
- Led training workshops on composition course development and instruction.
- Conducted quarterly performance evaluation of 30 graduate instructors.
- Provided written feedback and coaching to graduate instructors on assessment of development tools.

INSTRUCTOR   August 1999 – May 2001
English Composition **(ENGL 115)** at Brigham Young University

- Designed curriculum and taught writing and reading skills to 160 students over the course of two years.
- Guided same students in eLearning.
- Conducted interdisciplinary courses in a multi-curriculum learning community.
- Designed grading criteria and evaluated 640 college papers over the course of two years.
- Participated in and attended weekly instructor training.

Technology Writing Work Experience

TECHNICAL WRITER/SEO CONTENT WRITER   August 2013 – present
MindSnap Inc. in Frisco, TX

- Test and research algorithm changes on major social media sites and search engines for search engine optimization (SEO)
- Design and write content for social media pages
- Write articles and blogs for clients' websites
- Conduct usability testing for online and mobile platforms of client's beta websites
- Communicate testing results to programmers and designers to revise client's beta websites

Education

- **MA** in **English**, emphasis in *Teaching*, *Technical Communication*, and *Rhetoric and Composition*   2001
  Brigham Young University in Provo, UT

- **BA** in **English**   1998
  Brigham Young University in Provo, UT

Awards/Professional Certifications

- Rowe Excellence in Teaching Award – *Brigham Young University English Department*   2001

- EagleVision Certified – *Embry Riddle Aeronautical University Worldwide*   2010