

BASIC COURSE DIRECTOR

FACULTY

SENATE REPRESENTATIVE

TEACHING EXPERIENCE

University of Texas at Dallas, Richardson, TX

Jan 2014 – Current

Senior Lecturer in Communication, Basic Course Director

- Co-developed, manage and teach the core requirement in Communication in the School of Arts and Humanities, COMM 1311, launched in Fall 2014.
- Identify and hire top talent – both full- and part-time faculty – to teach 42 sections of COMM 1311.
- Perform administrative management for the COMM 1311 program, which includes scheduling, training, technical assistance, evaluating, assessing, consulting and implementing improvements to the program.
- Organize and facilitate technology training and orientation for 18 instructors for all three learning models – traditional, hybrid, and wholly online.
- Provide classroom observations and evaluations to enhance the classroom experience for all new UTD students.

University of Texas at Dallas, Richardson, TX

Spring 2014

Adjunct Faculty, Advanced Business Communications (BCOM 4350)

- Develop curriculum to improve students' speaking and presentation skills, create social media profiles and build and maintain an online portfolio, and improve written communication skills using a hybrid system of online social media/networking and in-class assignments.

University of Texas at Dallas, Richardson, TX

Spring 2012 – Spring 2014

Adjunct Faculty, Business Communications (BCOM 3311)

- Engage students by applying, practicing, and perfecting cross-cultural communication experiences through a variety of oral presentation assignments to create a simulated workplace environment.
- Instill the importance of interpersonal skills, both online and in class, which are vital and valuable to students' success and professional development in their chosen career, academics, and social lives.
- Promote and embrace global cultural knowledge between students and team members to understand the value of diversity and improve the quality of communication targeted to diverse audiences.
- Provide collaborative opportunities for students to learn effective conflict negotiation skills, as well as the art of persuasion and compromise by addressing group dynamics that develop within each team throughout the semester.

University of Texas at Dallas, Richardson, TX

Fall 2007 – Fall 2011

UNIV 1010 Instructor (formerly Rhetoric 1101)

- Instructed and advised freshmen, developed rapport with students and aided them in achieving goals of obtaining leadership positions such as OTMs, MPAs, FYLs, UTD ambassadors, externs and interns with the goal of increasing student retention.
- Actively engaged and counseled students to analyze and examine their skills, passions, goals, obstacles, and ideas to guide them in both their career paths and academic paths.

CAREER SERVICES EXPERIENCE

University of Texas at Dallas, Richardson, TX

Sept. 2005 – Jan 2014

Associate Director, Career Center

Feb. 2012 – Jan 2014

- Directed and oversaw the Resume Editing Team as well as critiqued, reviewed, and proofread all forms of business communications, job-search documents, and social media profiles.

- Developed, supported, and oversaw the Programs Team's success at achieving three major programming initiatives:
 - Provided large-scale professional development programs open to all degree levels for students of all majors, such as Explore the WOW externship job shadowing program.
 - Increased the visibility of the Career Center and Career Center services through "mobile programming", such as Careers Over Coffee, that reaches across all seven schools and all four Year Experiences.
 - Developed targeted Tier-1 quality programs, such as the new Professional Mentor Program, by patterning after successful Tier-1 level schools' programming initiatives.

Assistant Director, Career Center

Aug. 2010 – Feb. 2012

- Managed, instructed, and trained the Career Development Programs Team to organize, facilitate, and market career programs and career expos for UTD students and alumni.

Career Expos Coordinator, Career Center

Sept. 2005 – Aug. 2010

- Developed and implemented programs and expos as well as new strategies to market career programs and services to the university community, creating wider appeal, and improving student/alumni attendance exponentially.

PRESENTATIONS

Baynham, K, and Carlson, E. (2016, March). "Strategies for Creating a Hybrid Class". Lunch and Learn Technology Session. eLearning Department of University of Texas at Dallas, Richardson, TX.

AWARDS

UTD Staff Council CARE Award (Celebrate Achievement – Award Excellence)

Fall 2008

SCHOOL COMMITTEES

- Academic Senate
- Senate Committee – Distance Learning Committee, Vice Chair
- Chaired the search committee for one senior lecturer
- Chaired the search committee for six part-time lecturers
- SLO Program Committee for Arts and Performance
- Curriculum Task Force Committee

COMM 1311 CAMPUS PARTNERS

1. Student Success Center
 - a. COMM Lab services provided for COMM 1311 students
 - b. Attended SSC's annual banquet as a faculty partner
2. Office of Undergraduate Education
3. Office of Institutional Effectiveness
4. eLearning Distance Education Coordinator for A&H
5. Information Security for Box application for assignments, training for the product, and troubleshooting

PROFESSIONAL AFFILIATIONS and CERTIFICATES

| | |
|--------------------------------------------------------|----------------|
| eLearning Online Teaching Certification | In progress |
| Member of the UTD Academic Senate | 2014 – Current |
| National Communication Association (NCA) | 2014 – Current |
| Advisor to UTD student org P.A.W.S. | 2016 – Current |
| 6 Thinking Hats, UTD HR seminar | Nov. 2013 |
| Lean In and Lead Conference | Oct. 2013 |
| UTD Management and Supervisors Certificate | Aug. 2013 |
| Attended UTD HR seminar “Lessons from the HR Trenches” | Jan. 2013 |

OTHER WORK HISTORY

| | |
|--------------------------------------------------------------------------------------|-------------|
| UT Southwestern Medical Center , Dallas TX <i>Clinical Data Specialist</i> | 2002 – 2005 |
| Nortel Networks , Richardson, TX <i>Market Development Advisor</i> | 2000 – 2001 |
| Caliber Networks , Dallas, TX <i>Facilitator</i> | 1999 – 2000 |
| Saks Fifth Ave , Dallas, TX <i>Department Manager</i> | 1993 – 1999 |

EDUCATION

| | |
|--------------------------------------------------------------|----------|
| University of Texas at Dallas, Richardson, TX | Dec 2006 |
| MAIS in Communication, Management, and Public Administration | GPA 3.9 |
| University of Texas at Dallas, Richardson, TX | May 2001 |
| BAIS in Communication, Business, and Management | GPA 3.39 |