DAVID S. ONUFROCK

Tutorium in Intensive English, University of Illinois at Chicago
1333 S. Halsted Street (MC 324), Chicago, IL 60607
tel 00-1-312-355-1931 fax 00-1-312-996-4394
email: onufrock@uic.edu

TEACHING EXPERIENCE

Curriculum Coordinator, Tutorium in Intensive English, University of Illinois at Chicago, Chicago, IL (May 2012 - present)

50% teaching appointment and 50% curriculum coordination. This position includes

- Curriculum design including oversight of the program curriculum, student outcomes and evaluation, recommending and navigating implementation of new textbooks, materials and/or curriculum with teacher input
- Overseeing student placement and assessment including policies and procedures for all intensive English Courses.
- Training new teachers and providing orientation
- Conducting classroom observation and providing feedback to instructors on pedagogy, classroom management, etc.
- Coordinating activities with both UIC and outside instructors and groups, such as classroom observations, orientation, special projects and research.
- Serving as a resource person for teaching English as a second language through consulting, presenting, etc.
- Consult on TIE program projects such as working with an outside vendor on the development and implementation of a database to house student records
- Collaborating on accreditation reports, maintain standards
- On-going teaching responsibilities, described in the Lecturer section below

Guest Lecturer, Capital University of Economics and Business, Beijing, China (July 2015, July 2016)

Taught a 16-hour intensive course entitled "Comprehensive English: Academic Preparation" to graduate and undergraduate students, a majority of whom were preparing to study abroad (USA, France, etc.). Topics included:

- An introduction to the American classroom
- Critical thinking: high-level reading strategies, debate, negotiation, paraphrasing
- Focus on oral communication with Americans

Lecturer, Tutorium in Intensive English, University of Illinois at Chicago, Chicago, IL (August 1998 – May 2012)

Level Course Specialist

- Responsible for the coordination of materials, exams, instruction calendar, planning of special events, etc. for teachers of a level and course as well as for training new faculty members
- Taught Reading/Writing courses: beginning to advanced students
- Taught Listening/Speaking courses: low-beginning to advanced students

- Taught the Advanced Academic Skills course: advanced students
- Supervisor and proctor for the Tutorium's administration of both the TOEFL- ITP and the Second Language English Proficiency (SLEP) exams
- Supervised eight M.A. TESOL interns
- Served as co-committee leader of the Faculty Standards section for the Tutorium's reaccreditation process with the Commission on English Language Program Accreditation (CEA)
- Committee member for the Lecturer Search Committee
- Instructor for the 10-week, 32-hour TOEFL iBT Preparation Course

Course Development

- Designed, developed and implemented the Intro Listening/Speaking course under the direction of the Curriculum Coordinators. Having been given the course description and learning outcomes, my tasks ranged from text choice to course overview to syllabus and assessment design to all aspects of needed additional materials development.
- Acted as a consultant for the Online Writing and Grammar class. Responsibilities included reviewing all aspects of the course from a student's perspective, proposing improvements, defining course audience, goals, objectives and helping to recreate the promotional materials.
- Redesigned the iBT preparation from a 10-week course meeting once a week to an intensive 4-week course meeting 3 times a week.
- In addition to revising multiple one-week elective courses under the direction of the Curriculum Coordinators, developed "Focus on Films: Alfred Hitchcock."
- Co-developer of a course around Thornton Wilder's, *Our Town*, with colleague, Deborah Sandstrom

Private Tutor (2002, 2004 –2005, 2010 - 2013)

- Have tutored 4 students in an individual or small group context targeting individual needs ranging from pronunciation to workplace communication, listening practice to academic preparation

ESP Instructor, Argonne National Laboratories, Downers Grove, IL, (September 2005 – December 2005)

- Taught a "Technical Writing" course to this group of non-native English speakers to aid them in their research publishing and professional development

Adult ESL Instructor, Langua Tutor, Bingham Farms, MI (January 1998 - August 1998)

- Taught at a factory in the suburbs of Chicago in a multi-level class of mid-beginning to high-intermediate students

Adult ESL Instructor, Waubonsee Community College, Aurora, IL (January 1997 - July 1998)

- Taught 6 classes: low- to mid-beginning students: life skills instruction
- Taught 6 classes: low- to mid-intermediate students: grammar, life skills instruction
- Taught 1 class: a multi-level class of low- to high-beginners

Instructor in the Innovative Technical Design Center, Waubonsee Community College, Aurora, IL (January 1997 - July 1998)

- Assessed level and needs of students, and determined appropriate audio-visual materials (namely, computer, video or audio cassette programs) based on their proficiency level and desired area of learning
- Gained a working knowledge of and reviewed C.A.L.L. English instruction programs

Instructor/Curriculum Developer, Workforce Training Center of the City of Chicago Colleges' Wilbur Wright College, Chicago, IL (July 1997 - December 1997)

- Taught both English and workforce materials at a factory in the suburbs of Chicago to low- to high-intermediate learners
- Developed an 8-week curriculum introducing employees to the ISO 9000 certification process and designed the materials used in teaching several common company forms

EFL Instructor, Changchun Education College (through English Language Institute/China), Changchun, China (Summer 1996)

- Taught a 7-week intensive training course designed to improve the listening and speaking skills of Chinese elementary and secondary English teachers

PRESENTATIONS

TESOL International's annual convention

- *Student-Driven Online Lecture Listening* (Boston, MA, 2010)
- *Four Ingredients to Successful Student-driven Vocabulary Building* (Long Beach, CA, 2004)
- *Six Strategies for Inspired Student Storytelling* (Co-presenter) (Salt Lake City, Utah, 2002)

Illinois TESOL-BE annual convention

- *Four Ingredients to Successful Student-driven Vocabulary Building* (Chicago, IL, 2003)

Wheaton Graduate School, Wheaton, IL

- *Managing your Professional Life,* guest lecturer in summer intensive Practicum class (May 2002 to 2012, 2014)
- *Testing Grammar/Vocabulary and the TOEFL*, guest lecturer in Principles of ESL/EFL Assessment class (2005)

ESL Ministry Conference, Chicago, IL

- *New Trends: Student-Centered Instruction* (2015)
- *The Role of Phonology in L2 Reading* (Co-presenter) (2014)
- *A Toolkit of Ideas for Organizing Your Teaching* (2013)
- *Mistakes I've Made Teaching Low-level Learners* (2012)
- *Strategies for Inspired Student Storytelling* (2011)
- *Understanding How People Learn Languages* (2010)
- *Teaching Conversational English* (2009)
- *Using Strategies to Help ESL Students Become Skilled Readers: Targeting Reading Skills in the ESL Classroom* (2008)

Moody Bible Institute, Chicago, IL

- *Building Cooperative, Multi-level Classes,* guest lecturer in a TESOL undergrad class (2014)
- *Mistakes I've Made Teaching Low-level Learners,* guest lecturer in *Communicative Language Teaching & TESOL Settings* course (2012)
- *Listening, Speaking, Reading and Writing for TESOL* course, guest lecturer. Materials covered included three focus areas:

pronunciation instruction, error correction, and managing this new venture into teaching (2010)

PROFESSIONAL DEVELOPMENT

- Trained as a site reviewer for the Commission on English Language Program Accreditation (CEA) (March, 2012). Served on two site review teams (2013).
- Served as a professional consultant to Puente del Pueblo (PDP), a non-profit organization meeting needs of immigrants in the Timberlake apartment complex in West Chicago (2009-2011)
    - Helped the full-time PDP leadership through the process of needs assessment, administrative and curricular considerations, and identifying the best teaching partnership organization determined to be Literacy DuPage
    - Attended and served as a resource during the 18-hour training sessions all volunteer tutors are required to complete
    - Continue to act as a resource for volunteer tutors through one-on-one contact and participation in quarterly gatherings
- CALL courses completed
    - *Teaching Reading and Writing Online* (2011)
    - *TESOL Principles and Practices of Teaching Online* (2008)
- Website development: Created a website addressing the issue of aiding advance language learners in listening to online lectures http://tigger.uic.edu/~onufrock/lecture_main.html
    - Content includes pre-, mid- and post-listening activities along with links to further instructional materials and online lectures
    - Materials were presented in a poster presentation entitled "Student-driven Online Lecture Listening" at TESOL 2010 as well as for TIE's spring 2010 staff day
- Served on the Tutorium in Intensive English's Technology committee (2009)

EDUCATION

1997, Wheaton Graduate School. Wheaton, IL — **Master of Arts** TESOL

1993, North Central College, Naperville, IL — **Bachelor of Arts** Communications/Broadcasting

1991, Moody Bible Institute, Chicago, IL — **3-year diploma** Communications/Broadcasting

PROFESSIONAL AFFILIATIONS

- TESOL International Association – 1998 - present
- Illinois TESOL-BE – 1996 - present

PUBLICATION

- (1997). Next time I'll…. In L. Pitej (Ed.), *Teaching More Than English* (pp. 95-98). Evanston: Berry Publishing

OVERSEAS TRAVEL

Canada, China, Ecuador, France, Malawi, Mexico, South Africa, Spain, Zambia, Zimbabwe

REFERENCES

Diane Highland, Director
Tutorium in Intensive English, University of Illinois-Chicago
1333 S. Halsted St., Suite 260, MC 324
Chicago, IL 60607
highland@uic.edu
312-996-8764

Deborah Sandstrom, Curriculum Coordinator
Tutorium in Intensive English, University of Illinois-Chicago
1333 S. Halsted St., Suite 260, MC 324
Chicago, IL 60607
sandstrm@uic.edu
312-355-1299

Dr. Cheri Pierson, Associate Professor of Intercultural Studies
Wheaton College Graduate School
501 College Ave
Wheaton, IL 60187
Cheri.Pierson@wheaton.edu
630-752-7123

Dr. Alan Seaman, Director of TESOL and Associate Professor of Intercultural Studies
Wheaton College Graduate School
501 College Ave
Wheaton, IL 60187
Alan.Seaman@wheaton.edu
630-752-7044