

Curriculum Vitae  
**Your Name Here**  
Date

**Comment [KE1]:** This CV is for a specific purpose: each semester, it is sent to the Dean of Arts & Sciences in order to approve your stand-alone teaching (i.e., making you “Instructor of Record” for the courses you have been assigned). Please keep this CV up-to-date and accurate, and submit it promptly to the Director of Composition.

**Comment [KE2]:** PLEASE make sure this is a current date and that all of the information below is updated as well!

## EDUCATION

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2011-present Ph.D. Candidate, Case Western Reserve University  
2009-2011 MA, Department/Program, School  
2008 BA, Department/Program, School

## PEDAGOGICAL TRAINING & ACTIVITIES

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DATE UNIV 400A: Professional Development for Graduate Teaching Assistants (CWRU)  
DATE English Pedagogy Seminar Series, English Department (CWRU)  
DATE ENGL 400: Rhetoric & the Teaching of Writing (CWRU) [OR list an equivalent course number, title, & university, if applicable]  
DATE ENGL 506: Professional Writing – Theory & Practice (CWRU)  
DATE ESL Certificate (CWRU)  
DATE Any Other Appropriate Activities

**Comment [KE3]:** Indicate semester & Year for each of the appropriate training activities. (Obviously, delete those that do not apply to you.)

## TEACHING EXPERIENCE

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### Teaching Assistant with Full Instructional Responsibility, CWRU

Writing Resource Center Consultant (Dates)  
English 180: Writing Tutorial (Semesters Taught)  
English 181: Reading Tutorial (Semesters Taught)  
English 183: Academic Writing Studio (Semesters Taught)  
English 184: Research Writing Studio (Semesters Taught)  
English 148: Introduction to Composition (Semesters Taught)  
English 150: Expository Writing (Semesters Taught)

**Comment [KE4]:** NOTE: You CANNOT use the title “Instructor” or even “Instructor of Record” for courses you have been involved with at CWRU – “Instructor” is a job classification. Your official job classification is “Teaching Assistant” and you may add “with full instructional responsibility” where appropriate. **Please Note:** you should not claim full responsibility for courses you co-taught. For ALL courses, make sure to include: the course number, course title, any professors with whom you worked, and the semester(s) you worked on the course.

### Teaching Assistant with Co-Instructional Responsibility, CWRU

FSCC 100: Life of the Mind, with Prof. Kimberly Emmons (Semester Taught)  
USSY 100: Course Title, with Prof. Kimberly Emmons (Semester Taught)

### Additional Courses Taught/Assisted, Other University

Course Number: Course Title (Semesters Taught)

**Comment [KE5]:** SAGES courses in which you worked with other faculty (i.e., not stand-alone USEMs) can fit under this title – or, if you prefer, “with Some Instructional Responsibility” or similar.

## ADDITIONAL INFORMATION

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*If there is room and you would like to list awards & honors (especially teaching awards), selected presentations, or other activities, include them here. Call the section whatever seems most appropriate: Awards & Honors, Selected Presentations, etc. Remember your CV must fit on a single page.*