

CURRICULUM VITAE

Caitlin Rose James

EDUCATIONAL BACKGROUND

1. **Master of Arts**, Lamar University, December 2011. Major Area: English and Literature
2. **Bachelor of Arts**, Lamar University, August 2008. Major Area: English

POSITIONS IN HIGHER EDUCATION

1. **2012-Present: Instructor of English and Literature- Tenured, Lamar State College Port Arthur**

Responsible for holding class, preparing all lectures, tests, quizzes, and syllabi. Maintaining all grading and bookkeeping while leading the class. Lectures include how to utilize the LSCPA Library as a source of research. Responsible for developing and designing curriculum plans to foster student learning, stimulate class discussions, and ensure student engagement. Responsible for instructing students on interpreting literature. Responsible for helping students interpret literature and poetry. Provide background on authors' life and works. Responsible for teaching students about the structure and content of the English language, including proper grammar, spelling, and sentence structure. Responsible for teaching about different literary styles. Responsible for creating instructional resources for use in the classroom. Responsible for creating projects designed to enhance lectures. Responsible for tutoring students on an individual basis.

2. **2011-2012: ESL Instructor, T.I.E.C. at Lamar University**

Responsible for holding class, preparing all lectures, tests, quizzes, and syllabi for **English as a Second Language 140**. Maintain all the grading and bookkeeping while leading the class. Lectures include reading comprehension, grammar, language arts, communication, and all other subjects pertaining to learning English as a second language.

3. **2009-2010: Grammar and Writing Tutor, Lamar University**

Responsible for providing individual and small group tutoring services and open door tutoring to any undergraduate CRWT student in the Writing Multimedia Center. Responsible for identifying common mistakes and developing problem solving skills, creating practice reviews and post-essay follow-up conversations.

INSTRUCTIONAL EXPERIENCE

1. Non-credit Developmental English courses at Lamar State College Port Arthur include:
 - a. Integrated Reading/Writing (DENG 0410), Foundations of Composition (DENG 0301)
2. Credit courses at the Lamar State College Port Arthur include:
 - a. Composition I (ENGL 1301), Composition II (ENGL 1302), British Literature (ENGL 2321), American Literature (ENGL 2326), World Literature (ENGL 2331), Dual Credit for: ECHS, MHS, PNG, NHS, Bob Hope, and Tekoa.

ADDITIONAL RELATED EXPERIENCE

1. **2013-Current: Online Instructor**

Designed and taught online courses in Blackboard for previously listed courses, including teaching the material with online video lessons. Leading online discussions of the course material via forums

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and web chat. Responding to student comments and questions posted online. Evaluating student papers, projects, tests and other assessments. Maintaining records on student progress/grades. Comfortable with constantly changing technology. Maintained regular office hours conducted virtually through Blackboard via LSCPA, while providing technical support through e-mail.

2. **2011-2012: Adjunct Instructor, Lamar University**

Responsible for preparing all lecture notes, tests, and quizzes. Maintain all grading and bookkeeping while leading the class for **CRWT 0371 College Readiness Writing**.

3. **2010-2011: Administrative Assistant, Lamar University**

Full knowledge of all office and clerical skills to produce and maintain a smoothly operating department. Includes knowledge of computer programs and all office machines. Answer and direct phone calls. Organize and schedule meetings and appointments. Maintain contact lists. Produce and distribute correspondence memos, letters, faxes and forms. Develop and maintain a filing system. Book travel arrangements. Provide general support to visitors

COLLEGE SERVICE

1. **2012** Certificate of Excellence -Texas Board of Regents
2. **2013** Faculty Senate Adjunct Representative
3. **2014-2016** Distinguished Teacher to Athletes holding a 3.5 GPA
4. **2015-2021** Editor in Chief for Expressions Literary Magazine LSCPA
5. **2015-2019** Book Club Faculty Sponsor
6. **2016-2021** Academic Advisor
7. **2016-2018** Faculty Senate Secretary
8. **2018** FIVE Years of Continuous Service and Loyalty Award
9. **2019-2021** Lead Instructor for English, Art, and Speech in GEDS Department
10. **2019** Exemplary Blackboard Course Program Award
11. **2020** Tenure Awarded by Texas State University System
12. **2020** Book Club Head Faculty Sponsor

PROFESSIONAL AFFILIATIONS

1. **2017-current:** National Institute of Staff and Organizational Development (NISOD)
2. **2019-current:** Association for Supervision and Curriculum Development (ASCD)
3. **2019-current:** Open Education Resources (OpenStax and OER)
4. **2016-current:** Hawkes Learning
5. **2015-current:** Pearson
6. **2013-2016:** Texas Community College Teachers Association (TCCTA)
7. **2016-2018:** American Association of Colleges for Teacher Education (AACTE)

PROFESSIONAL DEVELOPMENT

1. **2019** Digital Ticket @ Lamar University
2. **2018** Digital Ticket @ Lamar University
3. **2017** Digital Ticket @ Lamar University
4. **2016** Digital Ticket @ Lamar University
5. **2018** College and Career Conference @ Lone Star-North Harris