

Michael K. Ford

1625 Sunset Dr., Apt. 904
San Angelo, Texas 76904
Home Tel: 225-205-3205; Skype ID:michael.k.ford
E-mail: michaelkford@yahoo.com

EDUCATION

M.A. University of Texas, San Antonio, Texas. 1996.
Major: TEFL (Bicultural-Bilingual Studies)

R.S.A. Cambridge CTEFLA. St. Giles College, San Francisco, Ca. 1995.

B.A. Emory University, Atlanta, Ga. 1975.
Major: Psychology; Studied at St. James College, University College London 1975.

Extensive Professional Experience:

- Project Management
- Day to day operations in Intensive English Language Programs
- Professional development of staff and faculty
- Curriculum, materials, and assessment design
- Advisement of students for academic progress and scheduling

2017 to present Angelo State University (ASU) San Angelo, Texas Coordinator for the English Language Learner Institute (ELLI)

Responsible for daily operation of the ELLI program at ASU in the Center for International Studies department. I coordinate all facets of the program between students, faculty and ASU administration. I am responsible for all program development including curriculum and syllabi design, as well as assessment and logistical matters, such as scheduling and registration of students. Furthermore, I am also responsible for academic advising and international student recruitment. In addition, I organize and administer all orientation programs and maintain academic records to university and federal standards.

2016 LSU Global Baton Rouge, Louisiana Assistant Academic Director

Responsible for implementing and managing a University Accelerator Program for international students. I was responsible for oversight and assistance with day to day academic operations of the program. Job duties included supporting and guiding program students by organizing effective student resources in areas of academic English, tutorials, and progression through the program.

2014 to 2016 Yanbu College of Applied Technology (YCAT/GIZ). Yanbu, KSA Head of Department for English and General Studies

Responsible for overall management of the Foundation Year Program, which included English, Math, and Physics. The program consisted of 24 faculty and 800 students. Duties included design of the curriculum and assessment instruments for all subjects, as well as professional development for the faculty. In addition, I contributed to development for various community outreach programs for our technical programs. Furthermore, I was

responsible for the daily operation of the program which included scheduling, budgeting, recruitment, extra-curricular activities and faculty evaluation among other tasks.

**2012 to 2013 Jazan Economic City Polytechnic. (JECPT) Jazan, Saudi Arabia
Director of the Preparatory Year Program**

Responsible for overall daily and strategic management of the JECPT Foundation Year Program - English, Math and IT programs. The program included 40 staff and faculty and 600 students. Duties also included curriculum revision, recruitment, training, and evaluation of faculty, development of links with industry, academic counselling, and teaching.

**2009 to 2012 Karachaganak Petroleum Operating bv. (KPO) Aksai, Kazakhstan
Academic Director**

Intensive and General/Business English Language Courses: coordinated and taught Pre-Intermediate to Advanced Level courses for the national oil company.

- Trained, managed and mentored 10 Kazak teachers on faculty
- Designed curriculum, syllabus and assessment for all courses

**2002 to 2009 The Petroleum Institute. (PI) Abu Dhabi, United Arab Emirates
Team Leader / EFL Instructor**

Freshman Communication 101: taught this entry level course which developed research projects that produced written recommendation reports and oral presentations.

Foundation English Bridging Program: delivered an integrated skills, learner outcome-based curriculum for Foundation Program students studying petroleum engineering.

- *Foundation English Curriculum Committee*: designed and developed a learner outcome based curriculum and syllabus which was approved by CEA.
- Team Leader of Final Program Semesters 3 & 4: organized and designed all course assessments and managed course development and instructors.
- Coordinator for *Summer Language Program*: responsible for the design and administration of 4 different courses- 10 teachers/ 250 students on two occasions.
- Professional Development within PI faculty: delivered presentations on collaborative learning, curriculum design, and problem based learning.

**1998 – 2002 Dubai Women’s College, (DWC) Higher Colleges of Technology, UAE
Team Leader / EFL Instructor**

General English Skills / ESP Computing: taught the four language skills for different levels plus Business English, Information Literacy, and Computing English at the Foundation level.

- Chairperson of the *Integrating Technology into the DWC Curriculum Committee*
- ESP Business Trainer for Dubai Ports & Customs management for 1 year program
- HCT Assessment Design Committee: I was an invaluable member of the team that wrote the system wide mid-term/final assessments for writing (5,000 students.)
- Professional Development with colleagues: presentations on reading, integration of content and language, and collaborative learning.

**January-December /1997 Konyang University, Nonsan, South Korea.
Teacher Trainer / EFL Instructor**

Teacher Training Program: conducted six-week, Language Skills and Language Teaching Activity Programs for South Korean elementary school English teachers.

Developed the curriculum for the English language program and trained new teachers. I taught TOEIC preparation courses, as well as general conversation and writing classes.

SUMMARY OF PROFESSIONAL ACADEMIC EXPERIENCE PREVIOUS TO 1997

6/95 – 7/1995 University of Texas at San Antonio. USA. EFL Instructor.
9/1993 - 6/1994 Nakorn Payap International School. Thailand. EFL Instructor.
1/1992 - 8/1993 Chiang Mai University. Thailand. EFL / EST Instructor.
1/1991 - 12/1991 Royal Thai Government. (AUA), Fang, Thailand. ESP Instructor.
1/1990 – 12/90 AUA Language School. Chiang Mai, Thailand. EFL Instructor.

SCHOLARLY PRESENTATIONS

"Raising Environmental Awareness through Problem Based Learning"
TESOL Arabia Annual Conference. Dubai, UAE. 3/2007

"Assessment within Collaborative Learning"
TESOL Arabia Annual Conference. Dubai, UAE. 3/2004

"Managing Conflict Within Collaborative Learning"
Integrating Content & Language Conference. Maastricht, Netherlands. 10/2003

"Web Page Design as a Collaborative Class Project"
Higher Colleges of Technology Annual Conference. Dubai, UAE. 8/2000.