

Suzanne M. Gut

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Grand Rapids, MI

Education

Old Dominion University Norfolk, VA 23529 PhD in Rhetoric and Composition and New Media <ul style="list-style-type: none">• Research focus in linguistics and discourse analysis• Coursework completed; comprehensive exams passed	<i>Current</i> <i>Anticipated grad 2024</i> <i>December 2021</i>
Nova Southeastern University Ft. Lauderdale, FL 33314 MS in Teaching English as a Second Language (TESOL)	<i>July 2000</i>
Andrews University Berrien Springs, MI 49104 Took a class towards MS in TESOL before transferring to Nova Southeastern	<i>December 1994</i>
Valparaiso University Valparaiso, IN 46383 BA in English and an individualized minor in writing	<i>May 1993</i>

Professional Appointments

Associate Professor, English/Communications/ESOL Davenport University Grand Rapids, MI 49512 Transitioned to full-time English/Communications faculty when departments merged; welcomed opportunity to focus talents on students and not divide time with administrative duties. Responsible for maintaining academic standards, and serving institute and students with quality. Serve as faculty advisor, mentoring and coaching students for competitions, for student management and marketing organization, DECA.	<i>August 2009 to present</i>
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Accomplishments

- Successfully transitioned students to online platforms during Covid pandemic
- Implemented tablet technology/e-grading pilot and system
- Recognized as a teacher of note at outstanding graduate banquet several years running
- Recognized as a teacher of note by several athletes three consecutive years
- Co-developed and narrated online training on student engagement
- Collaborate on curriculum changes for 100- and 300-level writing courses
- Collaborate on curriculum changes for 100-level public speaking course
- Collaborate with department to create and maintain placement test for 100-level courses
- Co-direct study abroad trips to Europe and Costa Rica
- Co-develop experiential learning projects for English and ESOL courses
- Routinely work with students on extra-curricular events and projects
- Helped rewrite all syllabus templates for ESOL classes

Department Coordinator

Davenport University
Grand Rapids, MI 49512

June 2003 to July 2009

Hired to oversee the developmental education (DE) and ESOL programs as well as the tutoring and testing centers at the main campus of Davenport University. Responsible for hiring and supervising math, accounting, and writing lab tutors as well as hiring and supervising DE and ESOL adjunct faculty in addition to teaching 24 credit hours per year. Taught all levels of ESOL Listening and Speaking, ESOL Grammar, ESOL Reading, ESOL Writing, ESOL Integrated Skills, and DE English Foundations. Main administrative duties included mentoring and evaluating adjuncts, addressing student concerns, working with colleagues to make curriculum recommendations, redesigning curriculum, participating in appropriate professional and student organizations/programs, creating schedules, assigning courses each semester, creating and maintaining a budget, and working with advising to ensure quality education and proper student placement.

Accomplishments

- Supervised 20+ adjunct faculty and part-time staff members each semester
- Worked with colleagues and academic dean to author proposal to redesign ESOL program
- Redesigned ESOL curriculum to better serve students and strengthen pedagogy
- Worked with enrollment team to define admissions criteria for international students
- Worked with the DE Chair and contributed several versions of DE English final exam
- Worked with committees and academic dean to prepare for accreditation
- Mentored staff member to help her earn her master's degree in TESOL
- Participated in new-student orientations and other events to welcome students and promote academic resources and student organizations
- Collaborated with other department coordinators to revamp the adjunct instructor assessment process and materials, now used university wide
- Chaired committee to review and select ESOL textbooks; served on committee to review and select DE textbooks
- Served on several committees to evaluate and redesign structure of the tutoring labs and libraries university wide
- Worked with department coordinators, academic dean, and Human Resources to establish workable budget and uniform, definitive pay scale for temporary, part-time employees
- Oversaw implementation of new testing services including Prometric, ACT, and DRAKE and worked with staff to secure pilot-site status for iBT TOEFL and iBT DANTES
- Recruited, mentored, and accompanied students in DECA state and national competitions

ESOL Learning Specialist

Palm Beach Community College
Lake Worth, FL 33461

April 2000 to May 2003

First ESOL Learning Specialist hired to establish supplemental lab instruction for ESOL students preparing for college-level classes. Responsible for hiring and supervising ESOL lab tutors and staff. Main duties included tutoring students, developing supplemental materials, scheduling orientations, maintaining test bank, organizing course syllabi, hiring and supervising ESOL adjunct faculty, and helping initiate developments in the ESOL curriculum.

Accomplishments

- Created diagnostic, unit, midterm, practice final, and final exams for the eleven ESOL courses at Palm Beach Community College (now Palm Beach State College)

- Worked with ESOL department to make state-wide changes to the ESOL numbering system and curriculum and helped all departments and students make the transition smoothly
- Created lab materials for newly developed Foundation program which helps students make the transition between lower-level English and academic English
- Served on a state-wide committee to create a state exit exam given to all community college students to assess their skills before entering college-level courses
- Monitored and modified the Foundation program to better meet student learning needs
- Worked with Student Services to explain the ESOL program to counselors and students
- Evaluated student entrance exam scores, transcripts, and writing samples to place students in the classes best suited for them
- Registered students and helped assign classes during registration and drop/add sessions
- Participated in holistic grading sessions for all College Composition I essays and higher-level college preparatory essays
- Tutored both ESOL and native English speaking students in labs
- Served on committees to help interview and hire faculty and staff in all areas of the college
- Worked with the associate dean of department to create and modify class schedule
- Oriented majority of department personnel on online grading program
- Helped coordinate staff training to improve customer service and program efficiency

English Writing Lab Tutor

1999 to 2000

Palm Beach Community College, Lake Worth, FL 33461

Responsible for helping students learn to edit own work as well as write more lucidly.

Director of ESOL

August 1996 to August 1998

Culver Educational Foundation

Culver, IN 46511

Responsible for testing, placement, and instruction of ESOL students at a college-preparatory, boarding school and responsible for supervision of ESOL faculty, budget, and curriculum.

Accomplishments

- Redesigned ESOL curriculum to help students succeed in American educational system
- Worked closely with English faculty to facilitate smooth transition for ESOL students
- Successfully petitioned for international students take the TOEFL exam instead of PSAT
- Worked with admissions to develop, implement, and evaluate an achievement/placement test for all new international students
- Organized orientation to help international students quickly adapt to new surroundings
- Aided teachers in designing programs within their courses to help ESOL students
- Kept ESOL department under budget

Acting Director of ESOL

August 1995 to August 1996

Culver Academies

Culver, IN 46511

Undertook all responsibilities of full-time director when they left due to emergency illness

Accomplishments

- Assumed responsibility of leading the ESOL committee during the school's accreditation evaluation; responsible for creating program overview, listing program strengths and weaknesses, and establishing definitive improvement plans over the next seven years
- Assumed all preparations for new school year; worked with admissions to evaluate and admit applicants; reported to Dean of Faculty and President

Instructor of ESOL*1994 to 1998*

Culver Educational Foundation, Culver, IN 46511

Hired as a full-time instructor when another instructor resigned. Responsible for developing and teaching ESOL grammar, conversation, and literature courses as well as other duties assigned by the school. Helped to develop, coordinate, and implement ESOL student orientation, class scheduling, and acculturation activities. Responsible for corresponding with parents and being in loco parentis for international students when needed.

Interim Instructor of ESOL*1994 to 1994*

Culver Educational Foundation, Culver, IN 46511

Hired as an interim ESOL instructor for full-time instructor on maternity leave. Taught high school ESOL reading, listening/speaking, vocabulary, writing, American culture, and literature.

Conversational English Instructor*1991 to 1992*

Tripolis, Greece

Taught conversational English to Greek students in a private language center. Worked with grades K-12 and adults who were preparing for proficiency exams (Cambridge and TOEFL)
Language center saw one of the highest pass rates that year.

Teaching Experience

Instructor, ELC*2007, 2008*Michigan State University
East Lansing, MI 48824

Hired as an instructor at the English Language Center (ELC) to provide language and culture education to Korean English teachers. Several four-week courses were held each summer.

Part-time English Learning Specialist*1999 to 2000*Palm Beach Community College
Lake Worth, FL 33461

Helped English Learning Specialist organize writing lab, completed tasks beyond daily lab duties, and saw that the lab ran smoothly when the English Learning Specialist was not available.
Responsible for updating and revising certain lab programs.

Accomplishments

- Developed and implemented lab curriculum/weekly assignments, weekly quizzes, and grammar review for DE writing students; added supplemental material to existing diagnostic test
- Developed and taught individual learning plans for CLAST and HEV exams

Adjunct Professor*1999 to 2003*Palm Beach Community College
Lake Worth, FL 33461

Taught all levels of college-preparatory courses in writing, reading, grammar, listening and speaking; helped develop and pilot independent study course for DE students

Private Tutor*1998 to 2001*Educational Tutoring and Counseling
Jupiter, FL 33477

Tutored all students (10 yrs. - 18 yrs.) in a variety of subjects; responsible for homework explanation and completion as well as review and enhancement of subject areas; prepared students for FCAT, FloridaWrites, SAT, and ACT.

Publications

Communication & Medicine

In review

Defibaugh, S., Gut, S., Weems, E. (2022). The new Face(book) of medicine: Medical professionals, social media, and advice-giving during COVID-19. *Communication & Medicine*

Media Commons

2020

Gut, S. (2020, Jan.). Shooting the messenger? Technology's pervasive role in communication. *Field Guide: A Media Commons Project*. <http://mediacommons.org/fieldguide/content/shooting-messenger-technologys-pervasive-role-communication>

MITESOL Conference Proceedings

2006

Hernandez, K. & Gut, S. (2006). Electronic translators: Help or hindrance to students? In C. Pearson, N. Caplan, and C. Wilson-Duffy (Eds.), *State of the Art: Excellence in TESOL* (pp. 30-42). East Lansing, MI: Michigan State University.

TESOL HEIS Newsletter

2006

Hernandez, K. & Gut, S. (2006). The use and perceptions of electronic translators by international college students in mainstream and ESOL courses. *TESOL HEIS Newsletter*. [http://www.tesol.org/read-and-publish/newsletters-other-publications/interest-section-newsletters/heis-news/2011/10/20/volume-25-2-\(july-2006\)](http://www.tesol.org/read-and-publish/newsletters-other-publications/interest-section-newsletters/heis-news/2011/10/20/volume-25-2-(july-2006))

Awards and Honors

RSO Advisor of the Year

2020

Davenport University, Grand Rapids, MI

Advisor of the Year

2019

DECA, Inc., Reston, VA

GREAT Customer Service Award

2016, 2019

Davenport University, Grand Rapids, MI

Teacher of Influence

2015, 2016

Davenport University, Grand Rapids, MI

Conferences Presentations

Northeast Modern Language Association

2022

"If It Is on the Internet, It Must Be True: The Socio-Culture Impact of Fake News"
(co-presenter & panel co-chair)

Humanities Education and Research Association

2022

"Overcoming the Status Woe: Challenging Expectations of Communicative Competence in Academic Emails"

Communication, Medicine, and Ethics

2021

"Unmasking Public Perceptions: Examining Medical Providers' Advice on Facebook during COVID-19" (co-presenter)

American Association for Applied Linguistics	<i>2021</i>
“The New Face(book) of Medicine: Medical Professionals, Social Media And Advice-giving during COVID-19” (co-presenter)	
Humanities Education and Research Association	<i>2021</i>
“If We Don’t Speak, How Will Anyone Hear Us?” Building a Better Archive	
Harcum College	<i>2020</i>
"Side-eye Strategies: Effective Practice to Learn Together" (co-presenter)	
International Society for the Study of Medievalism	<i>2020</i>
“Whitewashed Warriors: Exploring the Singular Plurality twixt Medievalism and Native American Lore”	
Michigan College English Association	<i>2020</i>
“Negotiating Negotiations: Did You Really Mean to Give Me THAT Grade?”	
Humanities Education and Research Association	<i>2020</i>
“We All Need the Human Touch: Why Humanities Matter in the 'Corporate University'” (co-presenter)	
Humanities Education and Research Association	<i>2019</i>
“It’s Difficult to Define, but You Know It When You See It: Defining Credible Rhetoric and Taste through Multimodality in the Digital Age”	
Educational Technology Organization of Michigan (ETOM)	<i>2016</i>
“E-grading in the BYOD Revolution”	
Conference on the Scholarship of Teaching and Learning	<i>2015</i>
“E-grading in the BYOD Revolution”	
Faculty Learning Day- Grand Rapids Community College	<i>2015</i>
“E-grading Using Tablet Technology” (poster session)	
Summer Summit for Experiential Learning	<i>2013</i>
Panel discussion on experiential learning	
Humanities Education and Research Association	<i>2009</i>
“The Language Partner Project” (co-presenter)	
Conference on Teaching, Learning, and Civic Engagement	<i>2008</i>
“How to Design Interdisciplinary Service-Learning Projects: The Rewards of Faculty Collaboration” (co-presenter)	
International TESOL	<i>2006</i>
“Instantaneous Electronic Translation: Help or Hindrance?” (co-presenter)	
MITESOL	<i>2005</i>
“Instantaneous Electronic Translation: Help or Hindrance?” (co-presenter)	

Campus Presentations

Davenport University Davenfest 2021
“Caffeinate and Motivate: Going for Gold” [video presentation]

Davenport University Davenfest 2020
“Caffeinate and Motivate Back to the Future: Creating the Best Employee Experience” [video presentation]

Davenport University Davenfest 2018
“Six Degrees of Collaboration”

Wynalda Teaching and Learning Institute 2013
“From Slate Boards to Tablets”

International Student Orientation 2010
“Avoiding Plagiarism”

Wynalda Teaching and Learning Institute 2006
“Sorry, my English is Not so Good-looking”

Professional Development Day 2000
“Conquering Language” (co-presented)

Grants

Center for Teaching Excellence Faculty Grant (\$1000) 2015
Davenport University, Grand Rapids, MI

Affiliations

American Association for Applied Linguistics
Member 2021

Davenport University Faculty Senate
Member 2015-present
President 2018- 2020
Communications officer 2016-2017

DECA
National Member 2003- present
MI DECA Chapter advisor 2003- present
Board Liaison & Judges’ Coordinator (state) 2016-present
Event Director (national) 2015-2019

Humanities Education and Research Association 2009; 2018-present
Member

Michigan Developmental Education Consortium 2004-2006
Member

MI Teachers of English to Speakers of Other Languages (MITESOL) Member	<i>2004-2017</i>
National Conference of Teachers of English (NCTE) Member	<i>1996; 2004-2011</i>
National Association of Developmental Educators (NADE) Member	<i>2000-2005</i>
Teachers of English to Speakers of Other Languages (TESOL) Member	<i>2000-2010</i>

Professional Development

Conferences attended

Northeast Modern Language Association	<i>2022</i>
Communication, Medicine and Ethics	<i>2021</i>
American Association for Applied Linguistics	<i>2021</i>
Humanities Education and Research Association (HERA)	<i>2019-2022</i>
International Society for the Study of Medievalism	<i>2020</i>
Michigan College English Association	<i>2020</i>
Educational Technology Organization of Michigan (ETOM)	<i>2016</i>
Michigan College Compact Conference	<i>2016</i>
MITESOL	<i>2016</i>
16 th Midwest Conference on the Scholarship of Teaching & Learning	<i>2015</i>
Faculty Learning Day, Grand Rapids Community College	<i>2015</i>
Summer Summit for Experiential Learning	<i>2013</i>
NCTE	<i>2011</i>
Clute Institute, West Michigan Presidents' Compact Committee	<i>2010</i>
American Association of Colleges and Universities, HERA	<i>2009</i>
MITESOL, Michigan College Compact on Service Learning	<i>2008</i>
TESOL	<i>2006, 2007</i>
MITESOL	<i>2005, 2006</i>
Wynalda Teaching and Learning Institute	<i>2003- 2017</i>
NCTE	<i>2003</i>
College Board	<i>2002</i>
TESOL (state and regional)	<i>2001-2002</i>
Haitian Student Organization (state conference)	<i>2001-2002</i>
NADE	<i>2001</i>

Trainings

Davenport University, Online, Blended Course, and Real-Time Virtual Instructor Certified	<i>2017</i>
Davenport University Diversity Training, Virtual In-Seat Learning (VISL) Training	<i>2013</i>
National Institute of Health Extramural Research Training	<i>2012 & 2017</i>
Oz Principle Accountability Training	<i>2011</i>
Smartboard basics workshop	<i>2010</i>
Davenport online instructor training	<i>2008</i>
PLATO training	<i>2005</i>
"Managing Change in the Workforce" workshop	<i>2003</i>

WebCT training	2003
First level of 4-MAT training	2000
Rassias Method for Language Acquisition training for teachers	1997
Rassias Language Japanese Immersion Program, Dartmouth College	1997

Volunteer Work

Volunteer and Event Committee Member Blandford Nature Center, Grand Rapids	2020-2021
Jeans & Jewels Fundraiser, Event Coordinator Blandford Nature Center, Grand Rapids	2015-2019
Spin Instructor Davenport University, Grand Rapids	2014-2016
Habitat for Humanity, Volunteer Christ Lutheran Church, Grand Rapids	2015
Laughfest, Venue Volunteer Gilda's Club, Grand Rapids	2013
Relay for Life, Team Leader Davenport University, Grand Rapids	2011
Board of Education, President Messiah Lutheran Church, Grand Rapids	2009-2012
Volunteer, Fundraiser/Job Shadow Junior Achievement, Grand Rapids	2004-2006

Additional Information

WordPress Site

<https://sites.wp.odu.edu/suzannegut/>

Software Experience

Proficient in Microsoft Office Suite, Illustrator, MS Paint, Blackboard, and social media

Language Experience

Basic Spanish