

Alexandra Shaeffer

French Curriculum & Instruction

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EXPERIENCE

World Language PD, Remote — *Instructor of Graduate Education*

June 2018 - PRESENT

- Develop goal-focused learning materials, outcomes, descriptions, and evaluation tools for graduate-level online French courses for instructors of foreign language
- Guarantee timely and accurate presentation of academic progress via LMS on three or more weekly assignments: collaborative discussions, reflection journals, pedagogical activities, and e-portfolios
- French Courses taught: Advanced French Grammar for L2 Educators; Integrating French Film in the L2 Classroom; Art & Architecture of the Francophone World; Pop Culture of the Francophone World; Short Stories of the Francophone World

Alliance Française de San Francisco, Hybrid — *French Instructor*

June 2023 - PRESENT

- I teach online and in-person French language courses six hours per week to American students ranging from teenagers to retirees at levels A1, A2, B2, C1 focusing on pronunciation, grammar, vocabulary.

University of Nevada - Reno, Remote — *French Instructor*

January, 2021 - June, 2023

- Taught online undergraduate French language courses including FREN111, FREN112, FREN211, and FREN212
- Taught an average of eight hours per week and devoted an equivalent number of work hours to course preparation and assessment
- Differentiated instruction and supplemented content to meet the diverse needs of students
- Analyzed student progress, maintained grading and lesson planning, and provided students with timely feedback

Sophia Learning, Remote — *French Subject Matter Expert*

August 2022 - August 2023

- Responsible for creating, reviewing and verifying content for a beginning university French course and the course was accredited by ACE for 3 semester hours of college credit.
- I also created and acted in 4+ hours of original French language media (videos, audio) as well as reviewed and provided feedback on assessment drafts created by the team.

CERTIFICATES & AWARDS

PGDip in Educational Leadership — University of Exeter, UK (June 2021)

Integrating Research & Teaching Award — Nazarbayev University, KZ (May 2019)

Social Policy Grant — Nazarbayev University, KZ (January 2019)

Certificate in Online Teaching — University of Iowa, IA (December 2015)

SKILLS

Teaching: In-person and remote

Foreign Language Pedagogy

Curriculum & Instruction

Program development

French-English Translation

LMS: Schoology, Canvas, Blackboard, Moodle

Classroom management

Academic writing

LANGUAGES

English (Native)

French (Native)

Russian (B2)

Spanish (A2)

John Carroll University, University Heights, OH — Program Coordinator for the Center for Global Languages and Cultures

June 2020 - December 2021

Provided strategic direction and leadership for program operations in the Department of Classical and Modern Languages and Cultures. Taught courses in French and Linguistics biannually to class sizes of 20 - 25 students and oversaw a yearly budget of \$25K to remain up to date with trends in language teaching and technology. Managed language acquisition software such as Transparent Language, Sutori, and Busuu.

- Enhanced foreign language instruction through initiatives in driving 5 - 6 faculty trainings and professional development workshops per year
- Modernized new-student language placement exam by synergizing pedagogically sound content and interactive platform, which resulted in a quicker and more accurate foreign language proficiency assessment of incoming 600 - 900 students.
- Provided strategic report and analysis on language placement data, assessment data, and language course registrations.

Nazarbayev University, Astana, Kazakhstan — Assistant Professor of French & Linguistics

August 2018 - June 2020

Delivered instructional courses in French, Language Acquisition, and Applied Linguistics, and acted as a Senior Thesis Supervisor for majors in applied linguistics, language acquisition, and pedagogy concentrations.

- Courses taught include: Introduction to Francophone Studies; French for Oral Proficiency; Advanced French Grammar & Composition; Topics in French and Francophone Cinema; Second Language Acquisition Research & Theory I and II; Methods of Teaching Foreign Languages

EDUCATION

University of Iowa, Iowa City, IA — PhD in Second Language Acquisition

August 2013 - August 2018

Illinois State University, Normal, IL — MA in Languages, Literatures, and Cultures

August 2010 - May 2012

Specializations in French Literature and French Culture

Kenyon College, Gambier, OH — BA in Modern Languages & Literature

August 2006 - May 2010

Specializations in French and Russian; Minor in Philosophy