

Luke Coffelt, M.A.

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EDUCATION

Ohio University, Athens, Ohio. 2010-2012. **M.A. Applied Linguistics.**

The American University in Cairo, Cairo Egypt. 2008-2009. **M.A. Middle East Studies.**

University of Colorado Boulder, Boulder, Colorado. 2000-2004. **B.A. Spanish.**

PROFESSIONAL TEACHING EXPERIENCE

Instructor, International English Center (IEC), University of Colorado Boulder, Boulder, CO. 2016-present.

- *Instruct and assess international students (both undergraduate and graduate) in a variety of English language courses, including:*
 - *NCIE 1070: Sports and Nutrition*
 - *NCIE 2250: Intermediate 1 Writing*
 - *NCIE 2650: Intermediate 2 Reading*
 - *NCIE 2750: Intermediate 2 Writing*
 - *NCIE 3250: Intermediate 3 Writing*
 - *NCIE 3077: Military & Leadership Communication*
 - *NCIE 3450: Intermediate 3 Listen/Speak*
 - *NCIE 4750: Advanced 2 Writing*
 - *NCIE 4950: Advanced 2 Listen/Speak*
 - *NCIE 5600: Legal Writing and Rhetoric*
 - *NCIE 5601: Legal Oral Communication Skills*
 - *NCIE 5602: Understanding Legal Texts*
 - *ESLG 1210: Academic Writing for Foreign Students*
 - *ESLG:1130: Pronunciation*
- *Rate placement and end-of-term composition tests*
- *Rate oral speaking test for non-native graduate students*
- *Participate in new student orientation*

Lecturer, The Ohio Program of Intensive English (OPIE), Ohio University. Athens, OH. 2013-2016.

- *Instruct and assess international students (both undergraduate and graduate), placed in various English language skill and level courses, including:*
 - *OPIE D101: Foundations Listening and Speaking*
 - *OPIE D102: Foundations Reading and Writing*
 - *OPIE D201: Elementary Listening and Speaking*
 - *OPIE D202: Elementary Reading and Writing*
 - *OPIE D300: Intermediate Core Skills (grammar and writing skills focus)*
 - *OPIE D302: Intermediate Reading and Vocabulary*
 - *OPIE D402: High-Intermediate Reading and Vocabulary*
 - *OPIE D500: Advanced Core Skills (grammar, reading, and writing skills focus)*

- *OPIE D701: Academic Listening, Note-taking & Speaking*
- *OPIE D702: Academic Reading Skills*
- *OPIE D715: Oral Communication for Business Students*
- *OPIE D970: Academic Core Skills 2 for Business Students* (writing, reading, listening, speaking, and public speaking skills)
- *Elective TOEFL (ITP) Preparation Course*
- Instruct and assess international students in select special programs.
 - *SEMAR Mexican Navy Program (Intensive English language training) 2018-20.*
 - *EducationUSA Academy* (Five-week long program focusing on English language instruction, academic culture and the U.S. higher education system, the university admissions process, and U.S. current events, issues, culture, and intercultural communication.) *Summer 2017.*
 - *American Experience* (Service learning culture course at local elementary school with Chubu University (Japan) undergraduates.) *Fall 2015.*
 - *COMS 1030: Fundamentals of Public Speaking* (Academic course with Ohio University and Chubu University undergraduates.) *Fall 2015.*
 - *English for Academic Purposes* (Three-week English refinement and academic skills course for Fulbright grantees study English for Graduate Studies.) *Summer 2013, Summer 2015.*
 - *Job Interview Preparation Course* (Three-week course designed to prepare undergraduate engineering students from the Korean University of Technology and Education for upcoming job interviews. Created all course content.) *Spring 2015.*
 - *COMS 1100: Communication Between Cultures* (Support class for Chubu University undergraduate exchange students.) *Spring 2013.*
 - *Introduction to Technology Course* (Six-week teacher training course for Brazilian English Teachers (BET USA). Created instructional modules integrating best practices in TESOL teaching methodology and computer assisted language learning. *Winter 2013.*
 - *English Fluency* (Listening, speaking, and conversation course.) *Summer 2012.*
- Attend faculty, skill, level, and section meetings and extracurricular gatherings.
- Rate composition tests.
- Supervise and proctor TOEFL (ITP) Exams and other placement assessments.
- Prepare testing rooms and transport testing materials as needed.
- Enter conversion tables, upload and convert scores, and hand score tests when needed.
- Maintain office hours.

Teaching Associate, The Ohio Program of Intensive English (OPIE), Ohio University. Athens, OH. 2010-2012.

- Taught one single-hour course per quarter while completing course work for the Applied Linguistics M.A. Program. Mentored each term by Academic Coordinator and senior faculty.
- Courses taught include:
 - *OPIE D101: Foundations Listening and Speaking*
 - *OPIE D102: Foundations Reading and Writing*
 - *OPIE D402: High-Intermediate Reading and Vocabulary*
 - *OPIE D701: Academic Listening, Note-taking, and Speaking*
 - *OPIE D702: Advanced Academic Reading Skills*
- Proctored placement exams.
- Attended departmental meetings and teaching team meetings.
- Attended extracurricular gatherings and maintain office hours.

Teacher, Egyptian American International School (EAIS), Cairo, Egypt. 2009-2010.

- Instructed seventh and ninth grade Egyptian students (80 total) in English literature and human

geography (20 total hours of instruction per week).

- Created and developed curricula and materials for in-class instruction and supplemental online learning.
- Tutored low-proficiency EFL students.

ADMINISTRATIVE EXPERIENCE

Academic Coordinator, ESL Credit Program, International English Center (IEC), University of Colorado at Boulder, Boulder, CO. Fall 2016-Present.

- Oversee and revise curriculum for five courses.
- Organize and administer speaking and writing tests to university graduate students.
- Lead faculty members in pre-testing norming and calibration scoring meetings for graduate oral and written tests.
- Developed, oversee, and revise Legal English Program (LEP) curriculum consisting of four courses and four micro-courses.

Interim Assessment Coordinator, International English Center (IEC), University of Colorado at Boulder, Boulder, CO. Fall 2016, Spring 2019-Present.

- Manage the design and logistics for the placement, diagnostic, practice and final exams for the IEC.
- Work with faculty to ensure that classroom assessments are available on the LMS templates and summative assessments are vetted for use.
- Assist special programs with specific assessment projects including remote student placement using the Michigan Test and training and proctoring for the CASAS test.
- Organize calibration and scoring meetings for faculty.

Coordinator, Korea University of Technology and Education (KUTE) Program, OPIE, Ohio University, Athens, OH. Spring 2015.

- Coordinated a five-week special program for ten undergraduate engineering students who took English classes and attended specialized engineering seminars. Duties included:
 - Provided arrival orientation.
 - Liaised with faculty members who taught in the program as well as a College of Engineering professor who provided specialized lectures in robotics, biomechanics, and sustainable energy.
 - Organized trips to the Athens Innovation Center, Columbus, and Mad River Mountain Ski Park.

Director, Fulbright English for Graduate Studies Pre-academic Training Program, OPIE, Ohio University, Athens, OH. Summer 2014, Summer 2015.

- Planned, organized, and administered a three-week summer training for over thirty graduate Fulbright scholars from over nineteen different countries. Responsibilities included:
 - Liaising with sponsor, Institute of International Education; participating in conference calls.
 - Hiring instructors, session presenters, and graduate liaisons.
 - Securing and scheduling over thirty academic and cultural workshop leaders and session presenters
 - Coordinating evening sports program (tennis, golf, and yoga).
 - Arranging three locally established service-learning opportunities.

- Planning a trip to Amish country and a weekend homestay facilitated by the Cleveland Council on World Affairs.
- Planning grantee arrivals, departures, and a two-day orientation.
- Updating a pre-departure Website and conducting pre-arrival communication with grantees via email and telephone.
- Securing all transportation.
- Organizing on-campus housing, selecting on-campus rooming assignments, and facilitating dining hall needs, health insurance, and Internet access.
- Reporting immigration arrivals and overseeing advising and session registration simulation.
- Advising students on immigration, culture shock, classroom etiquette, and cultural norms.
- Planning site visit by Institute of International Education.
- Reviewing overall budget and final Conference Services invoices.
- Presenting at program completion ceremony.
- Creating and administering program evaluations and submitting final report with recommendations of changes to sponsor.

Assistant Director, Fulbright English for Graduate Studies Pre-academic Training Program, OPIE, Ohio University, Athens, OH. Summer 2013.

- Assisted the Program Director with the administration of a three-week summer training program for twenty-eight incoming graduate Fulbright scholars from fifteen countries. Responsibilities included:
 - Interviewing graduate students for cultural liaison positions.
 - Meeting with and directing graduate liaisons.
 - Attending to day-to-day events including academic and cultural workshops, lectures, and evening sports activities.
 - Chaperoning homestay trip to Cleveland and *Tecumseh*, an outdoor drama.
 - Creating a pre-arrival survey, a pre-departure Website, and a post-program evaluation.
 - Assisting with the reporting immigration arrivals and advising grantees on session registration.
 - Advising students on immigration, culture shock, classroom etiquette, and cultural norms.
 - Planning the final banquet.

PROFESSIONAL PRESENTATIONS

- Coffelt, L. (2021, January). *Hybrid, Hyflex & Online Teaching Strategies: Sharing Lessons Learned*. EnglishUSA Webinar Series (Virtual Event).
- Coffelt, L. Morley, M. (2020, October). *5 Strategies for Promoting Learner Engagement in the Covid-Age*. CoTESOL October Symposium (Virtual Event).
- Coffelt, L. (2019, November). *Academic Reading Instruction: Leveraging Authentic Open Materials* (on behalf of Katie Mitchell, Matthew Burrows, & Kendra Staley). CoTESOL Conference, Denver, Colorado.
- Coffelt, L., Germain, T. (2019, November). *Sports and Nutrition: ELL Integration into Communities*. CoTESOL Conference, Denver, Colorado.
- Coffelt, L. (2019, November). *Workshop: Writing Effective Conference Proposals*. CoTESOL Conference, Denver, Colorado.
- Coffelt, L. (2018, November). *A Discussion-lead Reading Project Powered by Newsela.com*. CoTESOL Conference, Denver, Colorado.
- Coffelt, L., Davis, C. (2018, November). *Strategies for Writing Effective Conference Proposals*. CoTESOL Conference, Denver, Colorado.

- Coffelt, L. (2018, March). *Five Strategies for Effective Hybrid Course Design*. TESOL Convention, Chicago, Illinois.
- Coffelt, L., Eichhorn, K. (2017, November). *Five Free Websites for Enhancing Reading Skills*. CoTESOL Conference, Denver, Colorado.
- Coffelt, L., Eichhorn, K. (2017, March). *Reading Fluency Made Easy with ESL-bits.net*. TESOL Convention, Seattle, Washington.
- Coffelt, L. (2016, June). *IEP Sustainability Through Interdepartmental Collaboration: The Business Bridge Program*. NAFSA, Denver, Colorado.
- Coffelt, L. (2016, April). *Promoting Paced Reading and Chunking with Eyercize.com*. TESOL Convention, Baltimore, Maryland.
- Coffelt, L., Schwartz, A., Reshad, A., Hendrickx, J. & Kuhn, J. (2014, April). *The Holodeck Classroom: An Immersive Context for ESL*. Ohio University CALL Conference, Ohio University, Athens, Ohio.
- Coffelt, L. (2013, April). *iMovie as a Tool for Paced Reading*. TESOL Convention, Portland, Oregon.
- Coffelt, L. (2013, April). *Google Forms for Language Assessment*. Ohio University CALL Conference, Ohio University, Athens, Ohio.
- Coffelt, L. (2013, March). *Using Polling Software in the Language Learning Classroom*. TESOL Convention, Dallas, Texas.
- Coffelt, L. (2013, March). *Using Collocations to Aid Vocabulary Development, Reading Rate, & Comprehension*. TESOL Convention, Dallas, Texas.
- Coffelt, L. (2012, May). *The Effects of Explicitly Taught Lexical Collocations towards Vocabulary Development, Reading Rate and Comprehension in ESL Learners*. COULD Conference, Ohio University, Athens, Ohio.
- Coffelt, L., Chan, C., Novita, E., Suryantari, A., Higuchi, N., Rhinehalt, K., Huber, K., Zastezkho, O. (2012, May). *The Ohio University Chubu Online Orientation Program*. Ohio University CALL Conference, Ohio University, Athens, Ohio.
- Coffelt, L. (2012, May). *Using Polling Software to Create Interactive Warm-up Activities*. Ohio University CALL Conference, Ohio University, Athens, Ohio.
- Coffelt, L., Coffelt, E. (2012, March). *Using Google Docs to Facilitate Language Assessment*. TESOL Convention, Philadelphia, Pennsylvania.
- Coffelt, L. (2012, March). *Five Excellent Approaches for Using Online Corpora Towards Vocabulary Acquisition*. TESOL Convention, Philadelphia, Pennsylvania.
- Coffelt, L., & Maher, P. (2011, April). *Using Wikis as a Base for Collaborative Learning*. Ohio University CALL Conference, Ohio University, Athens, Ohio.

INVITED TALKS

- Coffelt, L. (2021, January). *Student Learning outcomes and best practices in assessment*. Spring 1, 2021 In-Service. International English Center (IEC), University of Colorado Boulder, Boulder, Colorado.
- Coffelt, L. (2020, January). *New Final Reading Exam & Integrated Summary/Responses*. Spring 1 2020 In-Service. International English Center (IEC), University of Colorado Boulder, Boulder, Colorado.
- Coffelt, L. (2018, June). *7 Tips for Grammar and Writing Instruction: A Post-2018 TESOL Convention Presentation Discussion*. Lunch & Learn, Summer 2018. International English Center (IEC), University of Colorado Boulder, Boulder, Colorado.
- Coffelt, L. (2015, August). *Teaching and Assessing Reading in the ESL Context*. Linguistics 5920: Language Teaching Practicum, Ohio University, Athens, Ohio.
- Coffelt, L. (2014, September). *Advice From Former Graduate T.A.s*. Linguistics 5920: Language Teaching Practicum, Ohio University, Athens, Ohio.
- Coffelt, L. (2013, October). *Pedagogical Applications of Online Corpora for English Language Teaching*. Linguistics 5920: Language Teaching Practicum, Ohio University, Athens, Ohio.
- Coffelt, L. (2013, September). *Wordandphrase.com for Classroom Application*. Ohio Program of Intensive English (OPIE) Faculty Brown Bag, Ohio University, Athens, Ohio.

- Coffelt, L. (2013, September). *Advice From Former Graduate T.A.s.* Linguistics 5920: Language Teaching Practicum, Ohio University, Athens, Ohio.
- O'Malley, M., Coffelt, L., Johannes, A., Jambor, K., & Vithanage, R. (2012, July). *Preparing for Graduate Study and Adapting to Life in the U.S.* Fulbright Pre-Academic Program, Ohio University, Athens, Ohio.
- Coffelt, L., Schwartz, A., & Challenger, R. (2013, February). *Best Practices in Teaching Reading and Writing to ESL Students.* Linguistics 685: Reading and Writing Pedagogy, Ohio University, Athens, Ohio.

PUBLICATIONS

- Coffelt, L. (2018). Tips to Increase Learner Engagement: A Reflective Review. *Flatirons Forum*. International English Center, University of Colorado Boulder.
- Coffelt, L. (2017). Effective Paced Reading Strategies. *ESLevations*. International English Center, University of Colorado Boulder.
- [CALL IS: Electronic Village]. (2017, March 24). *Reading Fluency through ESL-Bits – with Luke Coffelt*. [Video Files]. Retrieved from <https://www.youtube.com/watch?v=qVvFW2q5Co>
- Coffelt, L. (2014) TESOL 2014 Adult Education Interest Section Report: Paced Reading with iMovie: A Viable Alternative to Speed Reading. In *AEIS Newsletter Online*: <http://newsmanager.commpartners.com/tesolaeis/issues/2014-07-29/7.html>
- Coffelt, L. (2014) TESOL Session Recording: iMovie as a Tool for Paced Reading [Prezi]. Retrieved from TESOL Live Learning Center Recorded Sessions: <http://tesol.sclivelearningcenter.com/index.aspx>
- Coffelt, L. (2012). TESOL 2012 Presentation Report: Using Google Docs to Facilitate Language Assessment: A Teaching Tip. In *TESOL Video News*: <http://newsmanager.commpartners.com/tesolvdmis/issues/2012-08-10/10.html>.
- Haupt, J., Coffelt, L. (2011). Using Polling Software to Create Interactive Warm-up Activities. *Ohio TESOL Journal*, 4(1), 5-7.

PROFESSIONAL SERVICE

- CoTESOL Membership, Convention & Conference Registration Secretary.** Manage all CoTESOL membership accounts and Cotesol Spring Conference and Fall Convention registration. *Spring 2019-Present.*
- CoTESOL Communications Liaison.** Publish a triannual newsletter to all members of the CoTESOL Organization. *2017-2019.*
- CoTESOL Board Member.** Work to support the mission of the CoTESOL Organization by supporting students and educators in Colorado. *2017-Present*
- CEA Site Reviewer Training. Denver, Colorado. June 2016.**
- TESOL CALL-IS Steering Committee Member.** Work collaboratively with other members in the planning, organization, and implementation of Electronic Village (EV) events for the annual TESOL Convention. *2013-2016.*
- CALL-IS Electronic Village Volunteer Coordinator.** Recruit and coordinate 40-50 volunteers to work as greeters and consultants in the Electronic Village at the TESOL Convention. *2013-2016.*
- TESOL Journal Manuscript Reviewer.** Reviewed, evaluated, and provided feedback on seven manuscripts related to CALL. *2014-2016.*
- TESOL Conference, Electronic Village Volunteer.** New Orleans, Philadelphia, PA. Dallas, TX. Portland, OR. Greeted conference attendees, guided them to session sign-ups, and answered questions. *2011-2014.*
- TESOL Convention Proposal Reviewer.** Attended training/norming session, read, and rated session

proposals for the TESOL Convention. 2011, 2013, 2014, 2017, 2019.

CALL-IS Electronic Village Proposal Reader. Read and evaluated session proposals to be presented in the Electronic Village at the TESOL Convention. 2013, 2015, 2016.

OHIO UNIVERSITY SERVICE

Student Recruiter. Int'l Exhibition & Conference on Higher Education. Riyadh, Saudi Arabia. April 2015.

- Worked with Ohio University Admissions representative and OPIE Director to recruit Saudi Arabian students and other students from the region for undergraduate, graduate, and English programs.

President. Ohio University CALL Practice and Research Organization. 2012-2013.

- Promoted of the use of technology in language learning and teaching at Ohio University.
- Lead meetings, recruited members, organized and scheduled CALL related workshops.

DEPARTMENTAL SERVICE

Curriculum Development & Distance Learning Projects:

- **Legal English Program, International English Center, University of Colorado Boulder. Fall 2017-Present.**
 - Develop curriculum and materials for five courses for international law students.
 - Liaise with Law professors and Director of International Programs at the University of Colorado Boulder Law School.
- **ESL Credit Program, International English Center, University of Colorado Boulder. Fall 2017.**
 - Developed curriculum for the hybrid course ESLG 1210: Academic Writing for Foreign Students, using Camtasia.
- **Economics TA Workshop, International English Center, University of Colorado Boulder. Fall 2017.**
 - Developed curriculum for a three-week long workshop designed to help International TAs improve oral communication skills necessary for teaching recitation classes in the Department of Economics.
- **Xi'an University. Spring 2012.**
 - Created curriculum for online distance learning using Adobe Connect and Skype.
 - Instructed five graduate students from Xi'an University on pronunciation and accent reduction.
- **The Ohio University and Chubu University Online Orientation Program. Spring 2012.**
 - Created a two-month pre-arrival orientation program for Chubu University students who would be studying at Ohio University during the Summer Semester.
 - Instructed one Chubu University student online in pronunciation and accent reduction as well as provided a cultural orientation to living and adapting to Ohio University and the United States.

PROGRAMMATIC SERVICE

CEA Steering Committee member and Chair of Subcommittee VI for student services and recruiting. Ohio Program of Intensive English, Ohio University, Athens, OH. Fall 2015-Summer 2016.

- Advise sub-committee members on self-study process.
- Review and provide feedback on all CEA self-study response drafts.
- Provide recommendations for programmatic improvements.

Reading Coordinator. *Ohio Program of Intensive English, Ohio University, Athens, OH. Summer 2014-Summer 2016.*

Coordinate reading curriculum and textbook selection for 12 OPIE courses.

- Review and choosing textbooks for use.
- Liaise with publishing representatives.
- Prepare and organizing supplementary materials for instruction.
- Provide teacher training for classroom reading instruction and reading lab use.
- Serve on the Curriculum Committee.

Curriculum Committee Member. *Ohio Program of Intensive English, Ohio University, Athens, OH. 2013-Summer 2016*

- Review and revise curriculum as needed for all levels and skills.
- Review and make recommendations regarding significant programmatic changes involving curricular objectives, student learning outcomes, assessment standards, elective courses, and changes to syllabi.

T.A. Search Committee. *Ohio Program of Intensive English, Ohio University, Athens, OH. Spring 2012-Spring 2016.*

- Review files of Teaching Associate applicants, conduct interviews, and make recommendations for hire.

Business Bridge Coordinator. *Ohio Program of Intensive English, Ohio University, Athens, OH. Fall 2013-Fall 2014*

- Liaised with the College of Business in order to coordinate student matriculation from the Ohio Program of Intensive English into the College of Business.
- Oversaw curricular modifications and teacher alignment with curriculum.
- Reviewed and selected textbooks for use.

Technology Committee. *Ohio Program of Intensive English, Ohio University, Athens, OH. Fall 2012-Summer 2016*

- Manage, edit, and update the online OPIE Newsletter.
- Edited student and teacher resource section.

Grammar Diagnostic Committee. *Ohio Program of Intensive English, Ohio University, Athens, OH. Fall 2011-Spring 2012*

- Created and edited test items for a grammar diagnostic test.

CERTIFICATES AND AWARDS

- CALL Certificate, Ohio University, Department of Linguistics. May 2012.
- Meriam and James Coady Phonology Award. Department of Linguistics, Ohio University. May 2012
- TESOL Professional Development Scholarship. TESOL. December 2011.
- English Language Improvement Program (ELIP) Conference Scholarship. Department of Linguistics, Ohio University. November 2011.

FOREIGN LANGUAGE PROFICIENCIES

- Spanish – advanced language skills
- Arabic – intermediate language skills
- Italian – elementary language skills

STUDY ABROAD EXPERIENCE

- **Cairo, Egypt.** *Studied Arabic in three private language schools.*
 - 4U Language School, November 2006-May 2008.
 - Kalimat Language School, September-November 2006.
 - International Language Institute, May-June 2006.

- **Beirut, Lebanon.** *Studied Arabic and Middle Eastern culture at a university.*
 - Lebanese American University Summer Intensive Arabic and Culture Program, June-July 2006.

- **Fez, Morocco.** *Studied Arabic at a language school.*
 - Arabic Language Institute of Fez, January-July 2005.

- **Rome, Italy.** *Studied Italian at a language school and lived with two Italian families.*
 - Dilit International House, Fall 2004.

- **Sevilla, Spain.** *Attended credit bearing classes at a university, completed an internship at a telecommunications company, and lived with a Spanish family.*
 - Business and Society Program, Universidad de Sevilla, Fall 2002.

- **Mar del Plata, Argentina.** *Studied History, Social Studies, art, and Guitar at Colegio Idra, a local high school while living with an Argentine family.* Summer 2000.

- **Barcelona, Spain.** *Studied Spanish at the EF Language School while living with a Spanish family.* Summer 1999.

- **San José, Costa Rica.** *Studied Spanish at the Idra International Language School while living with a Costa Rican family.* Summer 1998.

INTERNATIONAL TRAVEL EXPERIENCE

Argentina	Czech Republic	Italy	Saudi Arabia
Aruba	Egypt	Jordan	Slovakia
Austria	France	Lebanon	Spain
Belgium	Germany	Mexico	Switzerland
Brazil	Gibraltar	Monaco	Syria
Canada	Great Britain	Morocco	Turkey
Cayman Islands	Greece	Netherlands	United Kingdom
Costa Rica	Hungary	Paraguay	Uruguay
Cyprus	Ireland	Portugal	Vatican City State

REFERENCES

References available upon request.