

JEAN E. DAUGHERTY

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EDUCATION

Master of Arts in Applied Linguistics and English as a Second Language Georgia State University	August 2001 Atlanta, GA
Bachelor of Liberal Arts in History & Minor in Spanish Brigham Young University	August 1997 Provo, UT

PROFESSIONAL EXPERIENCE

Associate Director	March 2021-present
Interim Director	August 2024-December 2024 Denver, CO
▪ Lead Administrative and All-Staff Meetings & set agendas for meetings	Fall 2024
▪ Handle Staff and Student Issues	Fall 2024
▪ Oversight of Administrative Team & Faculty	Fall 2024
▪ Approved Timesheets for Staff	Fall 2024
▪ Create Schedule for Faculty each term	Spring 2021-present
▪ Observe Part-time Lecturers & Full-time Instructors	Spring 2021-present
▪ Mentor New Hires and/or Part-time Specialists	Fall 2016- present
▪ Coordinate Subs & Sub for ESL Academy	Spring 2019-present
▪ Curriculum Review	Spring 2021-present
○ Create new curriculum for Reading II-V and Writing IV	
○ Update curriculum for University Research V, LSP I-IV; GR 1-5; and Adv Vocab III	
○ Coordinated project to compile assessments from each course to aid instructors when teaching a new course	
○ Update syllabi, coordinated schedules, & Canvas shells each term	

ESL Instructor (2015-2021)/Senior Instructor (2022) University of Colorado, Denver – ESL Academy/CLAS	October 2015 – present Denver, CO
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Instruct 3 to 5 courses each term (depending on leadership responsibilities). Plan and develop lessons and activities to facilitate the learning of the course material for students in beginning, intermediate, and advanced levels of the program, including:

- Reading I, II, III, IV, V
- Writing I, II, III, IV, & V
- Grammar I, II, III, IV, & V
- Listening & Speaking I, II, III, IV, V
- Vocabulary & Spelling I
- Advanced Vocabulary III
- University Preparedness II
- Rhetoric & Logic III & IV
- Accent & Voice Coaching IV
- University Research Writing V

Departmental Participation:

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|------------------------------------|---------------------|
| ▪ Advise Probation Students | Spring 2019-present |
| ▪ Conduct ESL Applicant Interviews | Spring 2019-present |

- Conduct J-1 Scholar Interviews Spring 2019-present
- Scholarship Applicant Reviewer for Office of Global Education 2017-2020
- Personnel Subcommittee (Transition Committee) July 2018-Spring 2019
- Scheduling-Curriculum-Pathways Subcommittee (Transition Committee) July 2018-Spring 2019
- Participate in Orientation – Presentation, Registration, Rating Placement Exams, Level Placement Spring 2016-present
- Creation of CANVAS Training Course for New Hires Summer 2017-present
- Curriculum Development Workshop Fall II 2017
- Creation & Upkeep of Canvas Templates for all ESL Courses Spring 2019-present
- Search Committee Member (Part-time & Full-time Positions) Spring 2017-Present
- Selection Committee for OIA Staff Development Award FY2017
- TEFL Certificate Classroom Observations Spring 2017-Spring 2018
- Created/Observed/Participated in CLAS Student Internship Spring I & II 2023

Professional Development:

- Presented Workshop on ELL Reading Course Development November 2024
- Attended Workshop on AI in the Classroom September 2023
- Attended Workshop on Plagiarism May 2022
- Attended CoTESOL Conferences (Fall & Spring) Fall 2016-Fall 2024
- Created & Presented Student Technology Workshop (each term) Spring 2021-2023
- Attended Hypothes.is Workshop October 2021
- Attended CoTESOL Symposium Spring 2021-2023
- Judge at CU Denver's Virtual RaCAS Showcase Spring 2021-2025
- Attended Workshop on Remote Learning March 2021
- Presented Workshop about Remote Learning to ESL Academy Colleagues March 2021

Lecturer

August 2001 – July 2015

Georgia State University – Intensive English Program

Atlanta, GA

Instruct 6 to 12 credit hours each semester and advise students academically. Plan and develop lessons and activities to facilitate the learning of the course material for students in beginning, intermediate, and advanced levels of the program, including:

- Structure & Composition I, II, IV, & V
- Extensive Reading II, III, IV, & V
- Academic Writing for University Exams III, IV & V
- Oral Communication II, III, IV, & V
- Reading & Listening for Academic Purposes I, II, III, & IV
- Academic Writing for Graduate Students I & II

Departmental Participation:

- Curriculum Committee Fall 2013 – Summer 2015
- LLM Legal English Programs Committee Fall 2014-Summer 2015
- Student Issues Committee Fall 2013 – Spring 2014
- Student Assembly Committee Fall 2013 & Fall 2014
- Strategic Planning Committee (ad hoc) –CEA Review 2013-2014
- Cooperating Teacher for AL 8900 Practicum Students 2002 – 2015
- Mentor to first-time IEP instructors Summer 2012 – Summer 2015
- Advisor to Probationary Students Summer 2013 – Summer 2015
- GTA Observer Spring 2014 – Summer 2015
- Instructor/Developer for Special Program - OII (Hebei University Scholars) Fall 2014
- Planned & Moderated Professional Development Workshops Spring 2014 & Spring 2015
- Reviewer for GSURC Proposals on Language Acquisition 2014 & 2015

Instructor
Georgia Perimeter College, Dunwoody

Fall 2007; Spring 2006; Spring/Summer 2004
Atlanta, GA

Taught intermediate and advanced ESL students to enter the university with the necessary reading, writing, listening, and oral skills through content-sustained courses. Responsible for preparing students to take tests, give presentations, and write research papers according to university standards.

- Academic Writing
- Applied Grammar II
- Integrated Skills II

Instructor – Egyptian Teacher Training Initiative
Georgia State University

July - September 2002
Atlanta, GA

- Responsibilities: Facilitated discussions and presented new information in workshops on teaching ESL and planning a presentation for what was learned in all of the workshops to give at the end of the program & to their supervisors in Egypt.

CONFERENCE PRESENTATIONS

- ♦ Daugherty, J. & Newell, J. (November 16, 2024). *Creating Connections Through Film and Stories: Enhancing ESL Learning and Building Empathy*. CoTESOL Conference. Denver, CO.
- ♦ Daugherty, J. & Fisher, R. (November 4, 2017). *Utilizing Canvas' assessment tools to the fullest*. CALT Conference. Tucson, Arizona.
- ♦ Abdultif, I., Camacho, A., & Daugherty, J. (February 21, 2015). *Using Activity and Movement to Promote Learning*. IEP Mini-Conference. Atlanta, Georgia.
- ♦ Daugherty, J. (October 23, 2014). *Experiencing Peru TESOL in July/August 2014*. Georgia TESOL Conference. Athens, Georgia.
- ♦ Daugherty, J. (August 1, 2014). *Student-faculty interaction outside of class: emails and office hours – research & practical use*. Peru TESOL Conference. Lima, Peru.
- ♦ Daugherty, J. (August 2, 2014). *The art of teaching paraphrasing*. Peru TESOL Conference. Lima, Peru.
- ♦ Camacho, A., Daugherty, J., & Ricker, A. (October 25, 2013). *Student-faculty interaction outside of class: Emails and office hours – an experiment and analysis*. Georgia TESOL Conference. Atlanta, Georgia.
- ♦ Daugherty, J. & Larsson, M. (February 23, 2013). *The art of teaching paraphrasing*. IEP Mini-Conference. Atlanta, Georgia.
- ♦ Daugherty, J. & Hurst, E. (Spring, 2002). *Scoring rubric utilization in IEP writing courses*. TESOL Conference. Salt Lake City, Utah.

PROFESSIONAL AFFILIATIONS

- ♦ Teachers of English to Speakers of Other Languages (TESOL)
- ♦ Colorado TESOL
- ♦ Volunteer Peer Reviewer for Commission on English Language Program Accreditation (CEA)
 - Attended the CEA Reviewer Training Workshop in Seattle, WA, March 2017; Advanced Reviewer Training, March 2025
 - Participated in peer site reviews 2018-2025

CIVIC INVOLVEMENT

- ♦ Cub Scout Den Leader - Troop 365; (Bears & Webelos)
- ♦ Volunteer Pianist for Women & Youth Groups
- ♦ Volunteer ESL Instructor at Local Church 2022-2023; 2025

REFERENCES

- ♦ Joanne Addison, Professor
University of Colorado Denver
English Department, Campus Box 175
P.O. Box 173364
Denver, CO 80217-3364
Tel: (303) 315-7845
Email: joanne.addison@ucdenver.edu
- ♦ Kadie Goodman, Project Coordinator
Procurement Service Center, University of Colorado
Former Program Manager at the ESL Academy – CU Denver
Tel: (303) 968-8163
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- ♦ Veronica Jayne, ESL Instructor
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- ♦ Julia Hedges, Instructor
International English Center, CU Boulder
Former Instructor at the ESL Academy – CU Denver
Tel: (720) 835-7955
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- ♦ Marcel Bolintiam, Associate Dean
Executive and Language Education
Georgetown University
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