

# Melina Jimenez

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MPJimenez@ufl.edu • Gainesville, FL

## EDUCATION

M.A. Linguistics, University of Florida, *December 2007*

B.A. Linguistics, University of Florida, *August 2005*

## TEACHING EXPERIENCE

Associate Instructional Professor at the University of Florida English Language Institute. *2022 – present*

- Teach IEP courses: Reading Writing, Listening Speaking, Grammar, Grammar for Writing
- Teach workshops: UF Warrington College of Business MIB MSM MSMAR International Communication Workshops; UF Warrington College of Business ISOM Fall Workshops
- Teach special program course: STEP: Professional Communication, Capstone Support Project PEER, KSPO/TRSM, Sociology and Criminology & Law, Architecture and Sustainability course

Instructor for the UF Honors Program, IDH2930 – (Un)commons Reads.

- *Bring Your Own Graphic Novel*, with Cody Paddock, *Spring 2023*
- *Good Omens*, *Fall 2022*
- *A Beautifully Foolish Endeavor*, *Spring 2022*
- *An Absolutely Remarkable Thing*, *Fall 2021*

Lecturer at the University of Florida English Language Institute. *2011 - 2022*

Adjunct Lecturer for the University of Florida English Language Institute. *2006 - 2011*

Adjunct Lecturer for Santa Fe College. *2009 - 2011*

## ADMINISTRATIVE EXPERIENCE, UF English Language Institute

- Listening/Speaking Interim Coordinator, *Summer B 2017; Summer B 2018*
- Publications and Communications Coordinator: ELI Weekly Newsletter, Student Voices, Official Website, Facebook page, Student Attendance Database, *January 2013 - December 2015*
- ELI Weekly Editor, *May 2011- December 2012*

## ACADEMIC SERVICE, UF English Language Institute

- Curriculum Review Committee Member:
  - Cumulative review, *2023*
  - Reading/Writing Curriculum Review, *2020-2021*
  - Listening/Speaking Curriculum Review, *2019*
  - Grammar Curriculum Review, *2018*
- Professional Development Committee Member: Virtual Professional Development Day 2020  
Professional Development Week *2018*

## LEADERSHIP, UF English Language Institute

- Diversity, Equity & Inclusion (DE&I), *2020-2021; 2022-2023*
- Promotion, Awards, Roles, Responsibilities, and Committees (PARRC) Committee, *2020 -2022*
- Merit Committee. *2014, 2018, 2021*
- Mission and Vision committee, *2020*
- Faculty Search Committee, *2013, 2017*
- Chair of CEA Subcommittee: Student Achievement, *2015*

## ACADEMIC SERVICE, University of Florida

- UF Preservation of Historic Buildings and Sites, 2016-2019; 2021-2024
- UF College of Education Norman Hall Art & Display, 2018-2019

## PROFESSIONAL ACTIVITIES

- Rater for SPEAK Test, *Fall 2022 and Spring 2023*
- Reviewer for UF Graduate Student Research Day, *April 4, 2023; April 3, 2017; October 27, 2015; October 28, 2014*
- Reviewer for International Student Achievement Awards through the University of Florida International, *October 2022*
- Reviewer for 2022 National Writing Contest—Celebrating Black Writers, National Council of Teachers of English (NCTE), *August 2022*
- Reviewer for TESOL 2017 International Convention, *2016*

## PROFESSIONAL DEVELOPMENT

*Better Paragraphs, Better Writing: Helping Students Developing Their Writing Skills* – Presentation with Olga Moody, FAIE Annual Conference in Daytona Beach, Florida. *February 24, 2023*

*Grammar in Action: Big Homework* – The CALT Report, Vol. 3, Issue 2, pp. 2-3, 7. *December 2019*

*Teaching and assessing productive skills using rubrics* – Presentation with Olga Moody and Zoe Witty, CALT 2019 in Missoula, Montana. *September 28, 2019*

*Curriculum Mini-Makeover: Improving Presentation Assessment and Instruction* – Presentation with Christine Voigt, FAIE Annual Conference in Miami, Florida. *February 22, 2019*

*Organizing Your Semester Workshop, Passport to Great Teaching* – University of Florida Center for Teaching Excellence. *November 6, 2018*

[International Students](#) Podcast – Teaching Beyond the Podium Podcast Series. *August 2018*

*Sociocultural Analysis in the IEP Classroom* – Presentation with Raquel Rojas and Patrick Klager. AMTESOL in Orange Beach, Alabama. *February 12, 2016*

*Assessing Listening Comprehension and Summarizing Skills using Free Technology* – Presentation with Thomas Dolce, Sunshine State TESOL in St. Petersburg, Florida. *May 8, 2015*

*Collaboration in Real Time: Team Planning* – Round Table Discussion with Thomas Dolce, Sunshine State TESOL in St. Petersburg, Florida. *May 9, 2014*

*Utilizing Poster Presentations & Interviews to Increase Oral Presentation Skills* – Presentation with Deborah Kellermann, SETESOL 2013 Conference in Myrtle Beach, South Carolina. *November 10, 2013*

*Back to Basics: Creative and Useful Instructor-Created Assessments* – SETESOL 2013 Conference in Myrtle Beach, South Carolina. *November 9, 2013*

*Using Recordings and Rubrics to Improve Academic Presentations* – Poster Presentation with Victoria Shelly, NAESA 2012 Annual Conference & Expo in Houston, Texas. *May 30, 2012*

## PROFESSIONAL DEVELOPMENT, UF English Language Institute

*Listening in the Classroom Roundtable* with Olga Moody, *August 26, 2022*

*Leverage student experience and expertise for more exciting presentations* with Jane Keeler, *August 25, 2022*

*LS30 Process Presentations: Scaffolding for Increasing Complexity*, *November 9, 2018*

*Note-taking Progression*, *August 24, 2018*

*Course Grades and Student Achievement* with Daryl Bish, Patrick Klager, & Christine Voigt, *August 22, 2018*

*Scaffolding a reading/writing course to raise awareness of community issues, April 6, 2018*

*Communicative activity for low-advanced grammar class – Poster, March 23, 2018*

*Use of According to - ENC1102 and GW, June 9, 2017*

*RW40 Promotion: Does placement affect the outcome? August 24, 2017*

*Stick-to-it-iveness: Vocabulary for RW49, November 4, 2016*

*Focused Resource Instruction for Advanced UF ELI Students, August 27, 2013*

*Collaboration and Team Levels or Stop, Collaborate and Listen with Thomas Dolce, August 27, 2013*

*Listening Speaking Objective Coordination with Wesley Campbell, August 27, 2013*

*Note-taking: Strategies to Supplement the book with Thomas Dolce, June 14, 2013*

*How to Teach Articles, October 2012*

*How to Teach and Assess Presentations, August 31, 2012*

## **WORKSHOPS AND CERTIFICATES**

*UF Certificate: Teaching for Inclusivity and Accessibility, Spring 2023*

*TESOL: Certificate and Badge for Separating Difference from Disability, Summer 2022*

*Course Arc: Principles of Instructional Design, Summer 2022*