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Marc Dyer



EDUCATION

- 1998 M.A., Teaching English to Speakers of Other Languages (TESOL), *Monterey Institute of International Studies* — Monterey, California
- 1986 B.A., Broadcast Communication Arts, *San Francisco State University* — San Francisco, California

MANAGEMENT EXPERIENCE

2004 - present

Coordinator, *Foundation English, Petroleum Institute* — Abu Dhabi, United Arab Emirates

- Supervise a faculty of 30 in the implementation of an outcomes- and content-based English program, including ongoing development of the curriculum, syllabi, and teaching and assessment materials.
- Coordinate the application process to the Commission on English Language Program Accreditation, resulting in a full five-year accreditation. www.cea-accredit.org/news/firstinternational.php
- Chair the Foundation Program Evaluation committee: analyze the success of the English program, write reports, and recommend and enact recommendations for improvement.
- Recruit Foundation English faculty and facilitate their professional development, including annual appraisals.
- Manage a tutoring program for at-risk students, and a language mentoring program for non-native English speaking staff.
- Serve on various PI committees: curriculum development, assessment, discipline and website.

TEACHING EXPERIENCE

2002 - present

English Lecturer, *Foundation Program, PI* — Abu Dhabi, United Arab Emirates

- Teach and develop first-year students' language skills (and academic/study skills, behavioral competencies), in skill-integrated classes of varied ability.
- Actively develop and review custom-made materials and assessments for various course levels.

1998 - 2002

Language Lecturer & Website Manager, *Language Center, Sultan Qaboos University* — Muscat, Oman

- Taught intensive English for academic purposes to first-year students, and credit courses to second-year students, in the Colleges of Engineering and Medicine.
- Coordinated a credit course for 200 College of Engineering students, including selection of textbooks and development of in-house materials and assessments; chaired meetings.
- Fostered a cooperative learning environment, focusing on teamwork and structured classroom discussions.
- Programmed and maintained the SQU Language Center website, liaising with university administrators, program coordinators and other colleagues.

1997 - 1998

Instructor and Program Coordinator, *Custom Language Services* — Monterey, California

- Designed and implemented specialized intensive language courses for business persons, incorporating current events and business contexts.
- Taught intensive courses to French, Mandarin, and Russian speakers; emphasized grammar, pronunciation, presentation skills, business writing, and communication strategies in the context of international business.

1994 - 1995

EFL Instructor, *GEOS Language Academy* — Taipei, Taiwan

- Taught EFL to Taiwanese and Japanese students, ages 6-60.
- Designed activities in conjunction with existing curricula and materials.
- Taught specialized classes on academic writing and TOEFL preparation.
- Responsible for instruction and assessment, counseling, homework review, text selection and interviews with prospective students.

1993 - 1994

EFL Instructor, *AEON Corporation* — Okazaki, Japan

- Taught EFL to Japanese students, ages 15 and older. Responsibilities similar to those at GEOS.
- Designed, scripted and recorded an integrated listening and speaking course.

CURRICULUM DESIGN EXPERIENCE

2003 - Present

Member and Chair, Curriculum Design Committee, *Foundation English, PI* — Abu Dhabi, UAE

Actively participate in the ongoing development of a four-level, outcomes-based curriculum. Responsibilities and accomplishments include:

- the establishment of objectives, outcomes and course syllabi
- conducting regular need analyses, liaising with both English language and content faculty
- reviewing assessment tools; and revising curriculum, as needed.

1999 - 2002

Course designer, *Language Center, SQU* — Muscat, Oman

- Structured a second-year language course to meet the needs of College of Engineering students.
- Selected textbook and developed in-house materials, and liaised with students, teachers and administration to help solve problems.

ASSESSMENT EXPERIENCE

1999 - present

Test developer, *CEPA* (National Admissions and Placement Office, www.napo.ae), *Foundation Program* (PI, www.pi.ac.ae), and *Language Center* (SQU, www.squ.edu.om)

- Text and item writer, and exam evaluator, for national college placement exam (CEPA).
- Develop a variety of English-language and engineering-related assessments; create online exams, including piloting new tests and building an item bank for future testing.

2004 - Present

Member and Chair, Assessment Review & Coordination, *Foundation English, PI* — Abu Dhabi, UAE

- Established committee to meet the increasing needs of assessment oversight.
- Responsibilities and accomplishments include the recommendation of various testing procedures and protocols, and means to heighten exam security; and development of a database to track the performance of both students and exams.
- Chaired regular meetings (2004-2005); continued active involvement in an advisory capacity.

Trained in basic CPR and AED (2006).

References available upon request.