Salam Amru A. Jaber Affouneh

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An author of Garnet Education's ESAP series which won the HRH Duke of Edinburgh's English-Speaking Union English Language Award for 2009

An author on The Canaanite Star: Chapters of Palestinian Civilian & Public Resistance (in Arabic)

A Delta Trainer, Cambridge ESOL

Teacher Training Consultant, British Council, Palestine,

Degrees Held:

* M. Ed. TESOL, University of Newcastle upon Tyne, United Kingdom, 1996 – 1998
* BA in English Language and Literature, Yarmouk University, Jordan, 1991-1995

Research Skills:

* Surveys & questionnaires design
* Discussion forum set up
* Qualitative & quantitative research

ICT Skills:

* LMS-based Learning
* Blended Learning
* iPad Apps in teaching
* Microsoft Office Applications

Languages:

* Arabic and English

Professional Experience:

\* Qatar University, Qatar:

* + August 2013 to June 2014: Lecturer

\* Higher Colleges of Technology, Madinat Zayed & Ruwais Colleges, UAE:

* + August 2007 to the present: English Language Lecturer, ‘Professional Development’ Course Coordinator & Teacher Trainer

\* Abu Dhabi University, UAE:

- August 2004 to August 2007:

* + September 2005 to August 2004: **Curriculum Coordinator & Acting Testing Coordinator**
  + February 2005 to September 2005: Level Facilitator & Acting Curriculum Coordinator
  + August 2004 to February 2005: ***TESOL Instructor***

Brief Description of Duties

\* Curriculum Coordinator:

* + Coordinate the preparation of level objectives, plans of work and syllabi with the level facilitators
  + Ensure that TESOL Instructors, via the Level Facilitators, follow existing level objectives, plans of work and course syllabi in accordance with established ELI guidelines and use only course materials that support the curriculum
  + Ensure that the continuous assessment breakdown reflects actual classroom practice and is aligned with the ELI curriculum, in coordination with the Testing Coordinator and Level Facilitators
  + Identify areas for improvement throughout the ELI curriculum and make appropriate recommendations
  + Provide curriculum-related training to TESOL Instructors as needed

\* Level Facilitator:

* + Assist in preparing a level-specific course outline document using ELI template
  + Assist in preparation of level appropriate supplementary materials
  + Assist in the evaluation of the effectiveness of assigned level activities in relation to curriculum objectives
  + Continuously develop work plans for skills to be taught in the respective level
  + Assist in the production of continuous assessment tests and final exams
  + Collect and collate comments from level instructors on a daily basis
  + Mentor and support part timers

\* Instructor:

* + Deliver language instruction based on ELI curriculum
  + Ensure that students are thoroughly familiar with and follow ELI policies and procedures
  + Prepare supplementary materials that meet the objectives of the curriculum and plans of work
  + Incorporate CALL curriculum into instruction
  + Cater for the different individual learning needs of students
  + Maintain office hours as stipulated by ADU/ELI policies
  + Participate in preparing continuous assessment and in curriculum review
  + Provide students with feedback on their homework, class work and assessments via oral and written progress/ evaluation reports
  + Proctor exams and mark exam papers using ELI rubrics and answer keys
  + Complete electronic assessment spread sheets accurately and punctually
  + Input student attendance on a daily basis
  + Attend ELI meetings and training sessions

\* Institutes of Nursing, Ministry of Health, UAE:

- September 1999 to August 2004:

As a staff member in the English Department at the UAE Institute of Nursing, I fulfilled and carried out the following responsibilities and duties, mainly in the process of the development of the ESP curriculum:

* Chair, Needs Analysis Committee
* Chair, DI Pilot Book Revision Committee
* Member, Advisory Committee for Diploma One Textbook Development
* Member, Advisory Committee for Diploma Two Textbook Development
* Level Coordinator for Diploma One Course
* Chair, Faculty Evaluation Taskforce

Brief Description of Duties

* Teaching the allotted number of sessions
* Designing materials to meet the specific needs of the student nurses (I wrote two units for the in-house developed text for Level 1 students)
* Utilizing the AV equipment and CALL programs
* Utilizing Word, Excel, Power Point and Internet resources to facilitate teaching
* Designing and conducting placement, diagnostic and achievement tests
* Reporting on the courses taught by setting up questionnaires for the instructors, tabulating and analyzing their results
* Preparing the breakdown for the load of English
* Coordinating the process of piloting the in-house developed text

Publications:

* *English for Nursing Studies, (ESP textbook) Garnet ESAP Series, UK.*
* *The Canaanite Star: Chapters of Palestinian Civilian and Cultural Resistance. Fadaat Publishing. Amman, Jordan*

Conference Presentations:

* Follow up Strategies to Better INSET with a Palestinian Context. The 51st IATEFL Annual Conference, Glasgow, the United Kingdom, April 2017.
* An INSET course within a Palestinian Context: Snapshots & Reflections. The 50th IATEFLL Annual Conference, Birmingham, the United Kingdom, April 2016.
* *Integrating Video and Online Discussion Forums in Pre-service Teacher Training.* The 47th IATEFL Annual Conference, Liverpool, the United Kingdom, April 2013.
* Materials Development in Response to Change: …or is it the other way round. The ADU-IATEFL International Conference on Managing Change in ELT, Abu Dhabi University, the UAE, January 2007.
* In-House Textbook Development: How To's, Do's and Don't's. Inaugural International Conference on the Teaching and Learning of English in Asia, Universiti Utara Malaysia, Malaysia, November 2005.
* ESP Textbook Writing: An Experience of the Previously Uninitiated. The 39th IATEFL Annual Conference, Cardiff, The United Kingdom, April 2005.
* Needs Analysis in ESP: Theory versus Practice. 11th TESOL Arabia International Conference, Teaching, Learning, Leading, Dubai, United Arab Emirates, March 2005.
* *Storytelling in the Classroom: Making the Best of it.* The 4th Annual Current Trends in English Language Testing Conference, Higher Colleges of Technology, Dubai, United Arab Emirates, May 2000.
* *Jolly Methodology: Ideas for Technologically Challenged Teaching Situations.* The Sixth EFL Skills Conference, Integrated EFL Skills and Technology: Challenges for Y2K, American University in Cairo, Egypt, January 2000.

Professional Research:

The following papers were presented either as part of my Master’s program or carried out as on-the-job research:

* Integrating Video and Online Discussion Forums in Pre-Service Teacher Training, co-researcher
* The Influence of Using Stories in a primary Second Language Classroom on the Linguistic, Structural, and Cultural/Moral Aspects of Pupils’ Written Narrative: M Ed Dissertation
* A needs Analysis Study for the Development of the English Curriculum,
* Evaluation and Revision of the Faculty Evaluation System at the UAE Institute of Nursing
* Passive Voice in an Action Research
* The Assessment of Writing
* Vocabulary in Language Teaching
* Task-Based Learning: A Lesson Plan as a Means of Reflection

Professional Service:

* ***Teacher Training:*** *Working for the British Council on a trainer-the-trainer project in the West Bank, where I trained superviorse on training teachers on the CiSELT programmae. I also trained newly-hired English language teachers on TESOL methodology.*
* ***DELTA Training:*** *Teaching DELTA Module 1 & 2 to DELTA candidates.*
* ***Conference Chair:*** *The International Conference on Managing Change in ELT, Abu Dhabi, UAE, January 27-28, 2007: A joint conference between IATEFL and Abu Dhabi University, with the direct participation of the British Council.*

*This conference was under the patronage of* ***H. H. Sheikh Hamdan bin Zayed Al Nahyan****, the UAE Deputy Prime Minister*

* ***Conference Coordinator****: Curriculum and Classroom Practices: A Need for Teacher Empowerment, Ramallah, Palestine, August 13-14. A joint conference between Qattan Center for Educational Studies and Research and IATEFL, with the direct participation of the British Council. Ramallah, West Bank.*

*On my own initiative and as an International Events Coordinator in IATEFL (the International Associations for Teachers of English as a Foreign Language, I proposed two international conferences to take place in the UAE and the West Bank. These were the first IATEFL conferences in the region. I was able to get Abu Dhabi University and Qattan Center for Educational Research and Development on board to be the local partners in addition to the British Council in the UAE and the West Bank. More importantly, in the UAE, I was able to recruit a conference organizer who accepted to take the financial risk.* ***The contract cost ADU AED 0.00****.*

*Some of the responsibilities I fulfilled were the following:*

* + *Writing the conference proposal*
  + *Writing the conference theme and objectives*
  + *Preparing the conference budget*
  + *Preparing the conference Task Completion Timetable*
  + *Coordinating with IATEFL different aspects of conference*
  + *Invite the plenary speakers*
  + *Negotiate with the organizing company the contract details as per the Chairman's directives (ADU)*
  + *Coordinating all aspects of the conference with the organizers*
  + *Coordinating with different University/QCERD departments to ensure that all tasks leading to the conference are completed in timely manner*

Professional Development:

* April 2017: How to plan, Deliver and Evaluate Continuing Professional Development (CPD) programmes for teachers, IATEFL
* April 2016: Using a Design Theory to Explore How Teacher Learning, Works, IATEFL
* January 2013: Certified Online Tutor (COLT), International House
* August 2012: Delta TiT program Completed, Cambridge ESOL
* July 2012: Becoming a Teacher Trainer, Bell’s Teacher Cambridge Campus
* August 2011: Delta Module 2
* June 19-2, 2011: Assessor Short Learning Program, South African Technology Network
* October 2010: Leadership in English Language Teaching and Learning, TA
* April 14-15, 2005: Business Etiquette and Protocol, Progress Management Training
* April 4, 2005: ELT Management Program, IATEFL
* January 13-14, 2005: Neuro-Linguistic Programming (NLP), American Board of Neuro-Linguistic Programming
* November 27, 2004: Tools for Teachers, Cambridge University Press
* May 7-8, 2003: Designing Materials for Instruction and Assessment, Military Language Institute
* April 11, 2003: Research Proposal Writing, UAE Institute of Nursing
* January 14, 2003: Counselor – Advisor Course, UAE Institutes of Nursing

Grants Received:

Scholarships were offered in 2003, but couldn’t be take due to unforeseen family circumstances.

* International Postgraduate Scholarship (IPS), University of Newcastle, UK (Ph. D)
* International Research Scholarship (IRS), University of Newcastle, UK (Ph. D)
* A scholarship to study for the Ph. D Degree from the Hashemite University, Jordan

***Professional Affiliations:***

* *IATEFL:* member, *I also served as the* ***International Events Coordinator*** *on the ELT Management SIG*
* *TESOL Arabia*: *member*
* *I am also a founding board member of Albayyara, a Palestinian registered non-profit NGO that works mainly in Palestine and the UAE. The focus of Albayyara is the Palestinian culture and society and it aims to preserve and enhance the sense of Palestinian identity within the Palestinian society in the Palestinian territories and the Palestinian communities, in the UAE mainly. Albayyara has a great record of projects that were completed to achieve its goals. The latest is a reading project that supported public and university libraries in the West Bank and provided them with over 40,000 books. We also established a community library in a village in Jerusalem. For the third year, we are organizing Palestine International Awards with Palestine International Institute in Jordan in six artistic and cultural fields. The total of the prizes is $ 30,000.Currently we are working with professors from Birzeit University and the University of Illinois to on the Atlas of Palestine, which will include all sites historical and cultural significance in Palestine. Our website is www.albayyara.com*

References:

* Letters of reference file is available upon request. The following people have written letters of recommendation on my behalf:
* Dr. Phillip Quirke

Director of Academic Services

Central Services

The Higher Colleges of Technology, UAE

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* Dr. Eunice M. Bellinger  
  Executive Vice President of Academic Affairs  
  Genesee Community College  
  One College Road  
  Batavia, NY 14020 USA  
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* Dr. Najah Mustafa

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