

Ms. Sanaa A.-H. Makhoulf
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English Language Instruction Department
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Personal Information

Name in full: Sanaa Abdel Hady Hassanien Makhoulf

Date of Birth: January 11 1960

Place of Birth: Cairo, Egypt.

Nationality: Egyptian

Passport Number: A133 52 629 Issued from Ministry of Interior. Egypt.

Marital Status: Married

Dependents: Hesham Mohamed Shaarawy Date of Birth: 22,December,1997

Permanent Address: 9 Saad Zaghloul St. Third Floor. Apt. 31. Area 80. El Rehab City ,
First Settlement, New Cairo, 11835. Cairo, Egypt.

Telephone number: 002-02-260 73724 (landline) 02-0100 1410 404 (Mobile)

Education

Degree	Date Attained	Institution
Masters in Teaching English as a Foreign Language (TEFL)	1988	The American University in Cairo. Egypt
Graduate Diploma in Linguistics and Language Communication	1984	Trinity College, Dublin. Ireland
Graduate Diploma in Anglo-Irish Literature	1983	Trinity College, Dublin. Ireland
Bachelors of Arts in English and Comparative Literature	1982	The American University in Cairo. Egypt
International Baccalaureate	1978	United Nations International School. New York.
Secondary School Certificate	1970-1977	Port Said School. Cairo, Egypt.
Primary School	1966-1969	Singapore Chinese Girls School. Singapore

Licensures and Certifications

Certificate for Paper Presentation, NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference, AUC. (January 29 2016)

Certificate for paper presentation, TESOL Arabia, Dubai, UAE. (March 2015).

Certificate for Paper Presentation, NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference, AUC. (January 27, 2015).

Certificate for Paper Presentation, NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference, AUC. (January 27, 2014).

Certificate of Participation, TESOL Arabia, Dubai, UAE. (March 2014)

Certificate of Paper Presentation, INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) Conference, Hungary. Budapest, 2013. (October 2013).

Certificate of Teaching and Accomplishments, AUC. (May 2013).

Certificate of Participation, INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) Conference, Liverpool, 2013. (April 2013).

Certificate of Participation, TESOL Arabia, Dubai, UAE. (March 2013).

Certificate of Participation, NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference, AUC. (January 2013).

Certificate of Participation, IISES Conference, Dubrovnik, Croatia, June, 2012. (June 6, 2012).

Certificate of Participation, NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference, AUC. (January 2012).

Certificate of Participation, Euro academy Association. (November 2011).

Certificate of Participation, INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) Conference, Brighton. (April 2011 - Present).

Certificate of Participation, INGED 15th ELT Conference. (October 2011).

Certificate of participation, EDULEARN 11 Conference. (July 2011).

Certificate of Attendance, Special Interest group, INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE), Brighton. (April 2011).

Professional Memberships

International Association of Teachers of English as a Foreign Language.

The Journal of Teaching English with Technology.

TESOL Arabia. (January 2012 - Present).

Teachers of English as a Second or Foreign Language. (October 2014 - October 2015).

International Association of Teachers of English as a Foreign Language. (July 2014 - August 2015).

International Association of Teachers of English as a Foreign Language. (August 2012 - August 2014).

Development Activities Attended

Workshop, "Storyboarding your Class," Center for Learning and Teaching. (March 3, 2016).

Workshop, ""Grading Made Easy by using www.turnitin.com", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 9, 2016).

Workshop, ""The effectiveness of mentoring in the eyes of the mentee and the mentors." (February 9, 2016).

Workshop, "Kahoot," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 9, 2016).

Workshop, "Lower and Upper Division Courses in the Rhetoric Department", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 9, 2016).

Workshop, "Narratives and Inter-Cultural Communication Competence ", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 9, 2016).

Workshop, "Promoting Student Engagement, Collaboration and Critical Thinking with Google Docs", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 9, 2016).

Workshop, "Voice Thread." (February 9, 2016).

End of semester meeting, "End of semester meeting," 0210 department. (December 20, 2015).

Public Lecture, "Utopia," Rhetoric Department, Cairo. (November 4, 2015).

Presentations, "DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION Neighbors and Bridges Day," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (September 29, 2015).

"0210 Pre-semester meeting," 0210 department. (September 7, 2015).

"Pre-semester meeting workshop, ""A New Approach to Citations"." (September 6, 2015).

"Pre-semester meeting workshop, ""Is Taking an In-Class Practice Reading Test Enough?"". (September 6, 2015).

"Pre-semester meeting workshop, "Reflection: a key to deeper learning," 0210 department. (September 3, 2015).

"Pre-semester meeting workshop, ""Text Appeal": Choosing the Right Materials to Promote the Reading Habit" September, 2015

"Pre-semester meeting workshop, "0210 Pre-semester meeting," 0210 department. (February 2, 2015 - February 4, 2015).

"Pre-semester meeting workshop, ""An Interactive Group Activity for EAP Reading"." (February 3, 2015).

"Pre-semester meeting workshop, ""Teaching ENGL 0210 (the Adjunct Model) for SMR 1023", " 0210 department. (February 3, 2015).

"Pre-semester meeting workshop, "“Learning Made Interesting”." (February 2, 2015).

"Pre-semester meeting workshop, "“Turning the Tables: Flipping or not Flipping Classrooms”." (February 2, 2015).

"Pre-semester meeting workshop, "“Group Presentations Make the Textbook Fun”," 0210 department. (February 1, 2015).

End of semester meeting, "Meeting," English 0210. (December 16, 2014).

Workshop, "The 21st Century Academy," Rhetoric Department. (November 13, 2014).

Workshop, "The Seven Principles of Good Practice in Education by DVP James Groccia," Rhetoric Department. (November 9, 2014).

Workshop, "Bridging the Cultural Gap: Learning through Dialogue," CLT. (October 30, 2014).

IEP and Engl. 0210 Joint Professional Development Day, "Neighbors and Bridges Day: Learning-oriented Assessment: Putting the Focus Back on Learning", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (October 21, 2014).

IEP and Engl. 0210 Joint Professional Development Day, "“20x20, Pecha Kucha, & Ignite”," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (October 21, 2014).

IEP and Engl. 0210 Joint Professional Development Day, "“Strategies for Building Academic Vocabulary”," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (October 21, 2014).

NEIGHBORS & BRIDGES, "Portfolio: Student–Teacher Involvement in Learning and Assessment of Writing", " DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (October 21, 2014).

Workshop, "E-Portfolios," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION/RHET. (October 21, 2014).

Moderator of the DVP session, "Focus group meeting with ALA faculty who teach afternoon sections," Academy of Liberal Arts. (October 2, 2014).

Workshop, "DVP Lecture by Joe Cusseuo entitled Creating a culture of student success: universal principles & common language.," Academy of Liberal Arts. (September 30, 2014).

Workshop, "Lecture given by DVP Joe Cusseuo entitled Building bridges between the curriculum, the co-curriculum & the extra- curriculum: promoting partnerships between academic & student affairs.," Academy of Liberal Arts. (September 30, 2014):.

"Pre-semester meeting (September 9, 2014).

"Pre-semester meeting Workshop, ""Facebook Connections"," English 0210. (September 8, 2014).

"Pre-semester meeting Workshop, ""From Test Makers to Test Takers"," English 0210. (September 8, 2014).

Workshop, ""Strategies for Error Correction “.” (September 8, 2014).

Workshop, ""Annotation: A Tool for better Reading and Writing"," English 0210. (September 7, 2014).

Workshop, ""Effective Use of YouTube in the Academic Class”.” (September 7, 2014).

Workshop, ""Writing Reflection and Response Papers"," English 0210. (September 7, 2014).

Academy of Liberal Art (ALA) and The First Year Program (FIRST YEAR EXPERIENCE OREINTATION PROGRAM) Faculty Retreat," ALA. (September 1, 2014).

Workshop, "Annual Reflection and Planning day," English 0210. (May 25, 2014).

Meeting, "End of semester meeting," English 0210. (May 20, 2014).

Retreat, "ALA Retreat," Program Committee and the ALA Council. (May 1, 2014).

English 0210 pre-semester meeting, "Pre-semester meeting." (February 4, 2014).

Workshop, "A Workshop on Quick Response (QR) Codes," Academy of Liberal Arts. (December 3, 2013).

Presentation, "Active Citizenship in the Syllabus: Lesson Learned" by Dr. PandDepartment of English Language Instruction," CLT. (November 10, 2013).

Presentation, ""Class Discussions: an integrated approach "by Mona Ateek," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (September 24, 2013).

Presentation, ""How to Get Your Conference Proposal Accepted!"," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (September 24, 2013).

Neighbors and Bridges Day, "Making Writing Coherent Through Information Structure", " Academy of Liberal Arts. (September 10, 2013).

Presentation, "Neighbors and Bridges Day." (September 10, 2013).

Workshop, ""Using Screencasts to Give Feedback on Student Writing." by Susanne Rizzo," Academy of Liberal Arts. (September 10, 2013).

Workshop, ""Two Highlights of the 2013 TESOL Convention: The Peace Game, Reading Fluency Practice, and the Flipped Classroom" by Carol Clark," Academy of Liberal Arts. (September 10, 2013).

Workshop, "Examining both figurative and literal meanings of text," English 100 Program. (September 2, 2013).

Workshop, "Using Short stories in an academic program," English 100 Program. (September 2, 2013).

Honors Assembly, "Honors Assembly," HUSS. (May 14, 2013).

Workshop, "Developing Student Voice." (March 28, 2013).

Meeting, "Adjuncting with the Science departments," English 100 Program. (March 25, 2013).

Presentation/workshop, "Blended Learning by Dr.Heba Zeytoun," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION and BUE. (March 24, 2013).

Workshop, "Accelerated Learning by Hala Shaker," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION and BUE. (March 24, 2013).

Workshop, "Designing Content-based Instruction Curriculum: Things to Consider," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 12, 2013).

Workshop, "How to more efficiently run meetings." (February 12, 2013).

Workshop, "Manage Student Progress More Effectively with Grade keeper," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 12, 2013).

Workshop, "PD Opportunities and Announcements," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 12, 2013).

Workshop, "Technology PLC: Web quests," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (February 12, 2013).

Workshop, "The Integrated essay." (January 31, 2013).

Workshop, "'Facebook in English 100: Why and How'," English 100 Program. (January 31, 2013).

Workshop, "'Much More Than a Question'," English 100 Program. (January 31, 2013).

Workshop, "Making Movies," English 100 Program. (January 30, 2013).

Workshop, "'Plagiarism: A More Tolerant Approach'," English 100 Program, Cairo. (January 30, 2013).

Workshop, "'Successful Strategies for Conducting Students'," English 100 program. (January 30, 2013).

Film viewing, "DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION teachers: The inside story." (September 11, 2012).

Presentation/workshop, "Ice breaker for new teachers and giving cool written feedback.," English Language Institute, Cairo. (September 11, 2012).

Tutorial, "Using Google Docs in teaching writing." (September 11, 2012).

Workshop, "George Marquis gave a lecture entitled "Expectations of RHET Faculty"," Rhetoric Department. (September 11, 2012).

Workshop, "Ice breaker for new teachers and giving "cool" written feedback," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (September 11, 2012).

Workshop, "Report on TESOL and ASCD Conferences," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (September 11, 2012).

Workshop, "— "Investigating the Impacts of an Experiential Service Learning Course"." (September 11, 2012).

Meeting, "Pre-semester meeting," English 100 Program. (September 3, 2012).

Workshop, ""Choose your Side Dish". (September 3, 2012).

Workshop, ""Crossing Cultures: Migration in the 21st Century ." (September 3, 2012).

Workshop, ""Modern Technology: Simple Tools for Higher Motivation.," English 100 Program. (September 3, 2012).

Workshop, "Professional Learning Communities," English 100 Program. (September 2, 2012).

Workshop, "Report on Teaching the Summer Term: "Helpful Hints"," English 100 Program. (September 2, 2012).

Workshop, "Annual Reflection and Planning Day," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (May 27, 2012).

Faculty Retreat, "faculty Retreat," Ain El Sokhna, Red Sea, Egypt. (April 29, 2012 - April 30, 2012).

Conference Attendance, ""Catering to the Needs of Learners in a Post-Revolution Era: Teaching English Literature, Language, and Translation"," Ain Shams University, Cairo, Egypt. (April 23, 2012).

Workshop, Neighbors and Bridges Day. (February 7, 2012).

Workshop, ""Conference Presentations: a report"," English 100 Program. (January 30, 2012).

Workshop, ""Oral Presentations in English 100"," English 100 Program. (January 30, 2012).

Workshop, ""Punctuation vs. Grammar"," English 100 Program. (January 30, 2012).

Workshop, ""Collaborative Pre-writing activities and enhancement of students' writing.," English 100 program. (January 29, 2012).

Workshop, ""Is Using L1 in L2 Classrooms a Taboo," English 100 Program. (January 29, 2012).

Workshop, ""Report on Needs Assessment Study"," English 100 Program. (January 29, 2012).

Workshop, ""Summary Writing through Collaborative Learning"," English 100 program. (January 29, 2012).

Workshop, "Workshop 1: Timed Writing," English Language Institute. (December 15, 2011).

Workshop, "Workshop 2: Developing Essay Questions," English Language Institute. (December 15, 2011).

Workshop, ""Enhancing Face to Face Interactionn with Lecture Capture Technology"," CLT. (December 7, 2011).

Workshop, ""Tahrir Square as 'learning space' and the role of English.'." (December 5, 2011).

Workshop, "Increasing students' motivation." (December 5, 2011).

Workshop, "Writing Effective Learning Outcomes"," CLT. (December 4, 2011).

Conference Attendance, "ICT for inclusive learning: the way forward," Euro academy Association, Florence, Italy. (November 10, 2011 - November 11, 2011).

Workshop, "Making Thinking Visible: Learning and Teaching with Concept/Mind Maps"," CLT department. (November 2, 2011).

Conference Attendance, "15th International INGED ELT International Conference," INGED, Ankara, Turkey. (October 22, 2011 - October 24, 2011).

Workshop, "SPSS Orientation and Training Session: Part (2)." (October 12, 2011).

Workshop, "SPSS Orientation and Training Session: Part (1)." (October 9, 2011).

Workshop, "PLC Startup Session." (September 27, 2011).

Workshop, "New Media Learning." (September 22, 2011).

Workshop, " Engaging students in learning high frequency vocabulary (through vocabulary cards) .(September 6, 2011).

Workshop, " Feedback on Students' Writing: Using Audio Files"." (September 6, 2011).

Workshop, "Common Principles in Assigning Homework in EFL Settings".
(September 6, 2011).

Workshop, "Getting Outside the Box: Detours, Affirmations, and
Transformations". (September 6, 2011).

Workshop, "Navigating the DEPARTMENT OF ENGLISH LANGUAGE
INSTRUCTION Server". (September 6, 2011).

Workshop, "Neighbors and Bridges." (September 6, 2011).

Workshop, "'A Collaborative Approach to Professional Development and
Professional Learning Communities: A Shared Vision". (September 6, 2011).

Conference Attendance, "International Conference on Education and New
Learning Technologies (EDULEARN)," IATED . EDULEARN., Barcelona,
Spain. (July 4, 2011 - July 6, 2011).

Workshop, "DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION Annual
Reflection Day," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION.
(May 2011).

Conference Attendance, "45th INTERNATIONAL ASSOCIATION OF
TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE)
Annual International Conference," Brighton, United Kingdom. (April 15, 2011 -
April 19, 2011).

Workshop, "'Researching the revolution: A spectrum of tasks" by Rania Jabr."
(April 5, 2011).

Workshop, ": "Critical Discourse Analysis (CDA): A Comparison of Two News
Sources". (April 5, 2011).

Conference Attendance, "The 30th Conference for ELTs," Ain Shams University,
Cairo, Egypt. (March 2011).

Workshop, "Community Based Learning workshop." (March 16, 2011).

Conference Attendance, "NILETESOL 2011 Conference," AUC, Cairo, Egypt.
(February 1, 2011 - February 3, 2011).

Conference Attendance, "Language Education in the 21st Century: Challenges
and Opportunities.," The American University in Cairo: School of Continuing
Education, Cairo, Egypt. (January 31, 2011 - February 2, 2011).

Workshop, "Pre-semester workshop," English 100 Program. (January 29, 2011 - February 1, 2011).

Workshop, "Pre-semester workshop," English 100 Program. (January 29, 2011 - February 1, 2011).

Awards and Honors

Senior II Promotion: May, 2015

Teaching and Service Award: 25 Years of Teaching Award: May, 2013

Senior I Promotion Rank: May, 2010

Two Step Increment and Merit Reward: 2009,2011,2013,2014.

Merit and Service Award for Student Support:1999

TEACHING

Teaching Experience

American University in Cairo:

School of Continuing Education: Adult Learning: 1984-1986

Intensive English Language Program: Fellowship: 1986-1988

Intensive English language program: Intermediate and advanced pre-freshman classes 1988-2008

Academic Reading and Writing Pre-Freshman Course (0210 Program) :2008-present

Rhetoric and Composition Department (Freshman): 2015-present.

Seminar freshman Courses: 2008-present

Non-Credit Instruction

First Year Experience (FIRST YEAR EXPERIENCE ORIENTATION PROGRAM) Program: Student Orientation Program: summers of 2009-present.

Awards and Honors

Senior II, DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION/ALA. (May 2015).

Distinguished Service award, AUC. (May 19, 2013).

RESEARCH

Published Intellectual Contributions

Conference Proceedings

Makhlouf, S. A.-H. (2012), "Plagiarism: a game of wits or a way of learning?," *NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Special Edition Journal 2012*, 152, Cairo, Egypt: NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Special Edition, 2012.
<https://sites.google.com/site/niletesol2011/>

Makhlouf, S. A.-H. (2012), "Critical reflection: why? how? and what next?"
Vokovice, Czech Republic: ISES International Conference Proceedings.
<http://www.iises.net>

Makhlouf, S. A.-H. (2011), "Blending the old with the new: an integrated approach to ESL learning," Florence, Italy: Euro academy Association: Lifelong Learning Program. <http://eruralnetconference.com>

Makhlouf, S. A.-H. (2011), "Bridging Mismatches: Teachers' expectations versus students' performance in an academic summary writing task.," Barcelona, Spain: EDULEARN11. <http://edulearn.org>

Other

Makhlouf, S. A.H. and N. S. Khafagi (in press), "Course Design: 0210 Adjunct model for seminar:"Creative Thinking and Problem Solving"."

Presentations Given

Makhlouf, S. A. (Author & Presenter), Neighbors and Bridges, "Grading Made Easy by using turnitin," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION, AI Waleed P071. (February 9, 2016).

Makhlouf, S. A. (Author & Presenter), NILE TESOL (Conference of Teachers of English as a Second or Foreign Language) Conference, "Glossing and Non-

- Glossing for vocabulary learning," The American University in Cairo, The American University in Cairo. (January 28, 2016).
- Makhlouf, S. A. H. (Author & Presenter), 0210 Pre-Semester Workshop, "Creating digital posters: a twist to learning," English Language Instruction, HUSS Building. (September 3, 2015).
- Makhlouf, S. A.H. (Author & Presenter), Professional Development Day, "Making connections to students' lives and experiences," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION, Tim Sullivan Lecture Hall. (May 2015).
- Makhlouf, S. A.H. (Author & Presenter), Annual Reflection and Planning Day, "Academic English for Creative Thinking and Problem Solving," English 0210, P071. (May 25, 2015).
- Makhlouf, S. A.H. (Author & Presenter), ALA Symposium, "Where is my Voice ?," Academy of Liberal Arts, Al Waleed. (April 22, 2015).
- Makhlouf, S. A.H. (Author & Presenter), TESOL Arabia, "Digital Posters: a twist to learning," TESOL, United Arab Emirates, Dubai. (March 12, 2015).
- Makhlouf, S. A. H. (Author & Presenter), CEA Accreditation Class Visit, "Creating Thinking and Problem Solving," English Language Institute, HUSS Building. (February 23, 2015).
- Makhlouf, S. A. H. (Author & Presenter), IEP Orientation session, "The 0210 Program: a closer look., "IEP, Mansour Hall. (November 26, 2014).
- Makhlouf, S. A.-H., English 0210 Pre-Semester Meeting, "Where is my Voice?, " English 0210 Program, HUSS Building. (September 2014).
- Khafagi, N. S. (Presenter), Makhlouf, S. A. (Presenter), Annual Reflection and Planning Day, "'Creative Thinking and Problem Solving'," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION, AUC. (May 25, 2014).
- Makhlouf, S. A.-H., INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) International Conference-Hungary, "Learning from learning: exploring students' strategies used for reflective writing," INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE)-U.K., Harrogate, UK. (April 2014).
- Makhlouf, S. A.-H. (Author & Presenter), INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) International Conference-Hungary, "Structured Academic Controversy:

- making friends not foes in academic debates," INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE)-U.K., Budapest, Hungary. (October 6, 2013).
- Makhlouf, S. A.-H., English 100 Pre-semester meeting, "A Blended and Learning Experience," English 100 Program, HUSS P122. (September 3, 2013).
- Makhlouf, S. A.-H. (Author & Presenter), English 100 Pre-semester meeting, "Structured Academic Controversy: A View from our Bridge II Program," English 100 Program, HUSS P122. (September 3, 2013).
- Makhlouf, S. A.-H. (Presenter), Bridge II Presentation, "Bridge II Program," English 100 Program, HUSS. (May 25, 2013).
- Makhlouf, S. A.-H. (Author & Presenter), INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE) International Conference, "Student Evaluations of Teachers: a worldwide controversial tool," International Association of Teachers of English as a Foreign Language, Liverpool, United Kingdom. (April 9, 2013).
- Makhlouf, S. A.-H., NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE), "Where's my voice? searching for the hidden self in academic writing.," American University in Cairo, American University in Cairo New campus. (January 28, 2013).
- Makhlouf, S. A.-H. (Author & Presenter), Pre-semester workshops, "Engaging Students with Philosophy," English 100 Program, HUSS P122. (September 3, 2012).
- Makhlouf, S. A.-H., International Institute of Social and Economic Science, "Critical reflection: why? how? and what next?," University of Prague, Dubrovnik, Croatia. (June 2012).
- Makhlouf, S. A.-H. (Presenter), Annual reflection and Planning Day, "Reporting on the Piloting of an Instrument for class observations by the Supervisor," DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION, HUSS P079. (May 27, 2012).
- Makhlouf, S. A.-H. (Presenter), English 100 class, "Engaging students with Philosophy: an introduction to philosophy.," Computer lab 1110. (April 29, 2012).
- Makhlouf, S. A.-H. (Author & Presenter), Alsun ESL Conference, "Making connections to students' lives and experiences.," Ain Shams University, Alsun University, Cairo. (April 22, 2012).

- Makhlouf, S. A.-H. (Author & Presenter), NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) AUC Conference XVI, "Plagiarism: reasons and solutions.," AUC, AUC New Campus. (January 31, 2012).
- Makhlouf, S. A.-H. (Presenter), e-rural Net, "Blending the old with the new: an integrated approach to ESL teaching.," Euro Academy Association for lifelong learning, Florence, Italy. (November 10, 2011).
- Makhlouf, S. A.-H. (Author & Presenter), INGED ELT International Conference, "Tolerating lexical ambiguity: factors affecting reading comprehension and vocabulary retention.," INGED, Ankara, Turkey. (October 22, 2011).
- Makhlouf, S. A.-H. (Author & Presenter), EDULEARN 11, "Mismatches between teachers' expectations and students' performance on a given summary task.," Barcelona, Spain. (July 4, 2011).
- Makhlouf, S. A.-H. (Author & Presenter), International Association of Teachers of English as a Foreign Language, "Plagiarism's game of wits or a way of learning?" INTERNATIONAL ASSOCIATION OF TEACHERS OF ENGLISH AS A FOREIGN LANGUAGE (CONFERENCE), Brighton, England. (April 2011).
- Makhlouf, S. A.-H. (Presenter), Pre-semester workshop, "The Yanomama: a vanishing people," English 100 Program, AUC. (February 2011).

Contracts, Grants and Sponsored Research

Conference Grant

- Makhlouf, S. A.-H. (Principal), "Learning from learning: exploring students' strategies used for reflective writing," Sponsored by AUC, American University in Cairo, \$1,390.00. (February 2014 - April 2014).
- Makhlouf, S. A.-H. (Principal), "Student Evaluations of teachers: a controversial tool.," American University in Cairo, \$1,408.00. (April 7, 2013 - April 13, 2013).
- Makhlouf, S. A.-H. (Principal), "Critical reflection: why? how? and what next," Sponsored by AUC, American University in Cairo, \$1,483.00. (June 24, 2012 - June 27, 2012).
- Makhlouf, S. A.-H., "Tolerating Lexical ambiguity: factors affecting reading comprehension and vocabulary comprehension.," American University in Cairo, \$1,006.90. (October 20, 2011 - October 22, 2011).

Makhlouf, S. A.-H. (Principal), "Plagiarism: a game of wits or a way of learning?," Sponsored by AUC, American University in Cairo, \$2,527.00. (April 2011).

Intellectual Contributions in Submission

Conference Proceedings

Makhlouf, S. A.-H., "Where 's my voice? searching for the hidden self in academic writing.," NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE), Cairo: NILE TESOL (Conference of Teachers of English as a Second or Foreign Language) Conference Proceedings Special Edition, 2013.

Other

Makhlouf, S. A. H., "Digital Poster Presentations."

Research Currently in Progress

"Designing a Bridge II Sheltered Model for English 100" (On-Going). (November 2012 - Present).

The purpose of this research is to design a new model for the English 100 program which will be called the Sheltered Model for the new Bridge II Program. This work is carried out with two other colleagues, where we are designing the new model and will present it to the department associate dean, chair and committee members in March, 2013.

"Designing a new seminar course" (Planning). (December 30, 2012 - Present).

The focus of the course is on the idea of masks, and how they have a cultural, psychological and emotional link to the persons in particular, and to the set of values and taboos of their community.

"Harmonizing the relationship between teachers and the student evaluations of teachers." (On-Going). (June 1, 2012 - Present).

In the past several decades, much research has shown mixed evidence that student evaluations of teachers (SET) do improve instructional practices e.g. Mckeachie, 1997; Wilson, 1998; however, less research has investigated its effect on the teaching practices of university level teachers e.g. Millman, 1981. In this action research study, the researcher developed a 12-item likert scale questionnaire which was completed by 45 ESL teachers in the English Language Institute at the American University in Cairo. Their years of teaching experience ranged from 4 to 30 years. The term "experienced" was operationally defined as those who have been teaching for more than 10 years. The instrument was divided into 2 categories aiming at exploring whether teachers bDepartment of English Language Instructioneve that students are capable of evaluating them, and whether SET do indeed

improve instruction. The questionnaire also included space for additional comments. It was hypothesized that experienced teachers do not feel that students are capable of evaluating them while less experienced teachers feel that students are capable of evaluating their teaching. It was also hypothesized that all teachers do change their teaching practices based on their SET .

Analysis of the data was carried out using the SPSS statistical tool to compare responses by running a t-test analysis. Findings supported the hypotheses since there was a significant difference between the responses of both experienced and inexperienced teachers, where the former indicated that students are incapable of accurately evaluating their teaching. In contrast, the less experienced instructors indicated that students are capable of evaluating teaching. Both groups indicated that their teaching practices did change due to their SET despite some of their reservations regarding this tool. The need to harmonize this relationship between faculty, SET and administration is recommended.

The floor will be open for the audience to share opinions and discuss concerns regarding evaluations.

"Reflective teaching: differences between native and non-native teachers of English." (Planning). (December 30, 2011 - Present).

The study aims at investigating whether there are any differences in the way teachers engage in self-reflection. The comparison will be between native and nonnative teachers of English who work in the DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION department. A consent form will be administered, followed by a 10-minute interview clarifying the way each participant engages in self-reflection of their teaching practices. The purpose of this study is to examine whether difference in culture does play a role in the different ways teachers self-reflect on their work, as well as the different ways they revise their work after they actually engage in self-reflection. It is hypothesized that cultural background does play a role in the degree of teachers' self-reflection, however, the more experienced teachers become, the less the impact of their cultural background has on their teaching practices, and more self-reflection takes place.

"The effect of teacher styles and learners style on students' writing and reading grades." (On-Going). (October 2011 - Present).

A questionnaire is distributed to all English 100 teachers asking them to indicate their preferred teaching style. A similar questionnaire is given to all English 100 students asking them to indicate their preferred learning style. The data is tabulated and the results of the final essay and reading grades are tabulated. It is the purpose of this study to examine whether there is a difference between the styles of both groups i.e. the teachers and the students. It is also the purpose of the researcher to examine whether the difference, if any, does affect the grades of the students as seen on their final

exit exam grades, with emphasis on their essay scores as well as their summary scores and reading scores. Findings are still in progress.

"Where's my voice? Searching for the hidden self in academic writing." (On-Going). (November 2012 - Present).

This paper investigates the reasons behind the hidden voice of writers in EFL students' essays. These reasons are discussed and strategies for helping students find their own voice are explored. The paper is accepted to be presented in the NILE TESOL (CONFERENCE OF TEACHERS OF ENGLISH AS A SECOND OR FOREIGN LANGUAGE) Conference held at AUC in January, 28-29, 2013.

"Designing new assessment tools" (On-Going). (December 18, 2014 - May 2015).

After designing a new course to be taught in the English 0210 program, I am currently working on developing new assessment tools for the key examinations of the course. This is done with my colleague who has designed the course with me, and who is working on the assessment tools with me as well. Once the exams have been selected, the testing specialist will add any comments or suggestions, and then the exams will be piloted during the Spring 2015 semester.

"Learning from learning: exploring students' strategies used for reflective writing." (On-Going). (September 2013 - March 2014).

Learning from learning is a skill that students need in any educational setting. This skill can be encouraged when students are asked to write reflective journals. Much research has explored the value of reflective practices, its challenges as well as its rewards e.g. Schon, 1983; Kolb, 1984; Ixer, 2003; Tate and Sills, 2004. However, less research has examined the strategies students use when they reflect on their own learning and whether these strategies change over time.

The purpose of this exploratory paper is to discover what strategies students use when writing their reflective journals, and whether these strategies change with time during the semester. The rationale behind the use of reflective journals in the teaching of freshman students enrolled in The American University in Cairo is twofold. First, through these journals, both the instructor and the student can monitor the learning process, which in turn allows room for better curriculum design on the part of the instructor. Second, reflective journal writing enables the learner to develop his/her critical thinking and critical writing skills, which in turn helps them meet the learning outcomes of their course. Participants are 15 students enrolled in a seminar course which is one of the requirements of the Core Curriculum at the American University in Cairo. They were informed that the instructor needs to investigate what strategies they use when reflecting on their learning. They completed the same questionnaire during week 3 and then week 12. The instrument is a 5 point likert scale questionnaire with a list of various strategies from which the

participants select based on the ones they use in their own reflection journals. It was hypothesized that students use various strategies while reflecting on their own learning. It was also hypothesized that their strategies change over the course of the semester. Responses were compared. Analysis of the data was carried out using the SPSS statistical tool to compare responses of both groups by running a t-test analysis, and by presenting the yielded results in both pie charts and bar charts to better show the various responses on each item on the questionnaires. Findings showed that most participants were able to indicate the strategies they use in their reflection process; however, there was no significant difference between the strategies used during week 3 and those used during week 12 of the semester. This study has important implications on teaching pedagogies and curriculum design. The floor will be open to discuss the limitations of the study with respect to its population size, and then suggest practical strategies for helping learners use various strategies in their reflective writing to help them better learn from their learning experiences.

"Concept mapping for e-planning, e-writing and e-summarizing." (Finished). (October 2013 - January 2014).

In today's world of teaching and learning, there is much access to various e-tools that can be used in different ways in and out of class to develop students' academic skills and increase their motivation to work autonomously and collaboratively. In this presentation, a free, downloadable tool that helps students design their own concept maps is explored. Designing concept maps is not a new idea in itself; however, using digital mapping techniques and asking students to read a given text then transform the information into their own creative mind map is the innovative strategy which will help learners become better readers, summary writers and effective organizers of any given information. (Buzan, 1995).

The purpose of this presentation is to introduce the software CmapTools, and to explore ways of transforming information into concept maps, and share creative and engaging pedagogies that can help develop students' reading, writing and organizational skills. The presenter will show how concept mapping increases learners motivation to read, write and organize given information as they design their concept maps.

Benefits of concept mapping will be shared; however, limitations of the software will be discussed. Suggestions for further implementation of concept maps can be explored as the floor will be open for the audience to reflect on the information, give feedback and ask questions.

SERVICE

Department Service

Committee Member, Space Allocation Committee.

Committee Chair, Curriculum Design Committee. (February 2016 - June 2016).

Committee Member, I am the 0210 representative in the Planning Review and Policies Committee (PRPC). (September 2014 - June 2016).

Committee Chair, The Annual Reflection and Planning Day Committee. (February 2016 - May 2016).

Committee Chair, Social Activity Committee. (October 2015 - December 2015).

Committee Chair, Chair of the Curriculum Design Committee. (January 2015 - December 2015).

Contributor, DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION representative on Parents Association Biannual General Meeting. (December 15, 2015).

, Educational and Administrative Leader: 0210 Summer Coordinator is responsible for all issues pertaining to the summer school, its returning students, its staff members, its exam schedule as well as tending to the needs of its teachers and students. (June 4, 2015 - July 22, 2015).

Committee Chair, As the chair of the DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION Annual Reflection and Planning Day 2015, I was responsible for planning the whole day and forming a committee that will work with me. (April 2015 - May 2015).

Committee Member, Member of the Program Review and Planning Committee. (February 2015 - May 2015).

Volunteered to help our distinguished visitor discover the sites of old Cairo, DVP Event/Social Activity. (March 7, 2015 - March 12, 2015).

Committee Chair, Curriculum Design Committee Chair. (September 2014 - December 2014).

Contributor, Guest member in the Borderline committee. (December 18, 2014).

Committee Chair, Chair of the Curriculum Design Committee. (September 2013 - June 2014).

Committee Member, Planning the agenda for the ALA consultant's visit: Dr. Joe Cuseo. (May 22, 2014).

Support for students or student programs, Blended Learning Activities during the summer session. (June 10, 2013 - July 28, 2013).

Leader, Leading the discussion of the new Bridge II mission statement. (May 27, 2013).

Faculty Mentor, Mentoring TEFL students. (February 2013 - April 2013).

Committee Member, Academic Bridge Design Committee. (November 13, 2012 - March 2013).

Committee Member, The Bridge Program Committee. (November 13, 2012 - March 2013).

Committee Member, Program Review and Planning Subcommittee member to review peer review and Self-Assessment forms for teacher evaluation. (September 2012 - December 2012).

Committee Member, Supplementary Materials Committee. (September 2012 - December 2012).

Committee Member, DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION Representative on the Core Curriculum. (October 2011 - December 2012).

Faculty Representative, First Year Program. (August 29, 2012).

Committee Member, Teacher Evaluation Instrument Committee. (March 22, 2012 - July 2012).

Committee Member, Supplementary Materials Committee. (February 20, 2012 - May 15, 2012).

Committee Member, Supplementary Materials Development Committee. (February 4, 2012 - May 15, 2012).

Committee Member, Materials Development Committee. (February 2011 - December 2011).

Committee Member, Parents' Orientation (English 100). (October 15, 2011).

Committee Member, Parents' Orientation (IEP). (October 15, 2011).

Committee Member, Staff Appraisal Committee. (May 2011).

Committee Member, Professional Development subcommittee. (February 2011 - May 2011).

Administrative support, DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION. (June 1, 2010 - July 23, 2010).

College Service

Committee Member, Designing the new 0210 Adjunct models. (January 1, 2015 - December 20, 2015).

Support for students or student programs, First Year Experience Program. (August 27, 2015 - August 29, 2015).

Support for students or student programs, First Year Experience Program. (January 28, 2015 - January 30, 2015).

Support for students or student programs, First Year Experience Program. (September 1, 2014 - September 4, 2014).

Committee Member, Core Advisory. (September 2013 - May 2014).

Committee Member, Core Curriculum Committee: (October 2011 - December 2012).

University Service

Support for students or student programs, First Year Experience Program. (August 30, 2015 - September 1, 2015).

Support for students or student programs, First Year Experience. (September 2, 2014 - September 4, 2014).

Grade entrance essays. (June 10, 2013 - September 3, 2013).

Committee Member, Core Advisory Committee. (February 19, 2013 - May 21, 2013).

Committee Member, Core Advisory Committee. (September 2012 - December 2012).

Instructor, First Year Experience Fall 2012. (August 27, 2012 - August 30, 2012).

Special Institutional Assignment, First Year Experience Orientation Program. (August 29, 2012).

Faculty Mentor. (February 2012 - May 2012).

DEPARTMENT OF ENGLISH LANGUAGE INSTRUCTION representative,
Parents Convocation for class 2016. (February 25, 2012).

Committee Member, CLT Review and Interview sessions. (September 28, 2011).

Instructor in an FIRST YEAR EXPERIENCE OREINTATION PROGRAM class,
First Year Experience Program(FIRST YEAR EXPERIENCE OREINTATION
PROGRAM): FALL 2011. (August 2011).

Committee Member, Oral History Interviewing. (June 2011 - August 2011).