

# Julie R. Steed

Carrollton, GA 30117 | [jsteed@westga.edu](mailto:jsteed@westga.edu)

Updated January 2024

## Instructor of English

**English Instructor with 10+ years of experience teaching English Composition, Literature and XIDS courses and professional communicator with 20+ years of experience writing and editing.** Strong teaching background and technical command of the English language and familiarity with virtually all writing styles. Published 100+ articles in 30+ regional and national consumer publications. Self-motivated, deadline-oriented professional dedicated to pursuing a successful career as an English instructor. **Demonstrates serious commitment to student learning.** Continuously improves teaching abilities each semester, as evidenced by increased scores on end-of-semester student feedback forms.

***"Amazing Instructor! Very Engaging! REALLY cares for her students"***

– English Composition Student, Fall Semester 2023

***I think Ms. Steed really did a good job making sure everyone understood assignments and what we were doing in class. I learned a lot through this class about writing and different tools to make my writing better.***

– English Composition Student, Fall Semester 2023

***Ms. Steed is a wonderful professor who has a passion for working with first year courses. She provided all the tools needed to be successful and I'm grateful for the time I spent with her.***

– English Composition Student, Spring Semester 2023

## Education

### **MASTER OF SCIENCE IN TECHNICAL AND PROFESSIONAL COMMUNICATION**

Southern Polytechnic State University, Marietta, GA

### **BACHELOR OF ARTS IN ENGLISH**

University of West Georgia, Carrollton, GA

### **NATIONAL BOARD CERTIFIED HEALTH AND WELLNESS COACH**

Emory University Continuing Education, Decatur, GA and National Board for Health and Wellness Coaching (NBHWC)

## Academic Teaching Experience

**UNIVERSITY OF WEST GEORGIA**, Carrollton, GA Aug 2017 – Present **INSTRUCTOR OF ENGLISH COMPOSITION, LITERATURE AND XIDS**

**FULL TIME FACULTY MEMBER**

**DEPARTMENT OF ENGLISH AND PHILOSOPHY (2017-2020)**

**DEPARTMENT OF GENERAL EDUCATION (2020-PRESENT)**

Teach English 1101 English Composition, English 1102 Composition and Research, English 2130 American Literature and XIDS 2002: Wandering: A Search for Identity (within University College and the College of Arts and Sciences).

- Create and implement syllabi, lesson plans, learning activities, and assignments that interest and engage students and help them **take ownership in the writing process**
  - Work to achieve a classroom with **a safe and positive environment for students of all backgrounds** including purposeful selection of diversity in authors and reading selections
  - Meet students where they are and work to **foster confidence in deep reading, critical thinking and scholarly writing**
  - Participate in workshops and professional development opportunities to **stay up-to-date in pedagogy best practices and current topics of interest and concern**

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- Volunteer for and participate in **curriculum development and roll-out programs** including English: Pathways of Integrated Curriculum (EPIC) and the First Year Writing Contract Grading Pilot Program to keep student success at the forefront
- Volunteer for and participate in **service opportunities** for the department and the university
- **Engage with students** before, during, and after class and maintain consistent office hours, virtual and face-to-face, to assist with writing-related questions
- Create learning environment that supports and encourages students to develop their **writing, revision, peer review, peer collaboration, reading, and presentation** skills
- Create **engaging online materials** to comply with and complement hybrid class requirements
- Encourage students to **incorporate journaling and self-care** through wandering and mindfulness

## **EASTERN NEW MEXICO UNIVERSITY**, Portales, NM Aug 2014 – 2017 **INSTRUCTOR OF ENGLISH COMPOSITION RESOURCE FACULTY MEMBER, DEPARTMENT OF LANGUAGES AND LITERATURE**

*English 097 Basic Writing, English 102 English Composition, and English 104 English Composition and Research within the College of Liberal Arts and Sciences.*

- Create learning environment that supports and encourages students to develop their **writing, revision, peer review, peer collaboration, reading, and presentation** skills.
- **Received above average scores in all categories** (clarity of course material, course objectives, and assignments; unbiased learning environment; tests and projects relate to learning objectives; encourages creative and critical thinking; provides timely feedback; is accessible and responsive; posts office hours and meets them) **from all classes on student evaluation forms.**

## Professional Development

### UNIVERSITY OF WEST GEORGIA

- Innovations in Pedagogy Conference
  - Attendee (2018, 2019, 2020)
  - Presenter (2019, 2020, [2021 Pending Acceptance])
- Center for Teaching and Learning Reading Groups and Workshops
  - *Small Teaching Online* Reading Group (2021)
  - Online Teaching Cohort Extended Workshop/Class (2020)
  - Online Course Development Workshop (2020)
  - Grading Contract Gradebook Workshop (2020)
  - Course Den and Kaltura Workshop (2019)
  - *Make It Stick* Reading Group (2018)
  - *Teach Students How to Learn* Reading Group (2017)
  - *Teach Students How to Learn* presentation by Dr. Sandra McGuire (2017)
- Other Workshops and Reading Groups
  - Southeastern Writing Center Association – GA Spring Forum “Checking Your Online Privilege: Promoting Writers’ Access and Agency in Online Settings!” (2021)
  - “Nice is Not Enough: Leveraging Effective Practices to Address Microaggressions in Higher Education” webinar hosted by UWG (2020)
  - Southeastern Writing Center Association – GA Fall Forum “Race and the Writing Center” (2020)
  - *Writing with Power* Reading Group hosted by FYW Department
- First Year Writing Professional Development Workshops and Meetings

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## EASTERN NEW MEXICO UNIVERSITY

- Voluntary Graduate Level Course Work
  - o Pedagogy of College Writing and subsequent final paper: "Heuristics and Purposeful Instruction: Teaching Discovery Through Composition" (2015)
- Other Workshops
  - o "Streamline Your Grading" (2014)

## Service

### UNIVERSITY OF WEST GEORGIA

- Presenter at the Community Engagement Activity "How We Teach" Workshop at UWG Newnan (2018)
- Innovations in Pedagogy Conference
  - o Applicant (Pending): Early Student Teaching Think Tank Panel (2021)
  - o Presenter: "Mindfulness: A Bridge to Student Success" (2019)
  - o Presenter: "Show Them You Care: Quick and Easy Teaching Strategies for Active Learning and Classroom Engagement" (2018)
  - o Member: Proposal Review Committee (2018, 2019)
- Member First Year Writing Committee (2021-2022)
- Academic Transitions Program Summer Fellow with On-Going Work with ATP (2019, 2020, 2021)
- Faculty Sponsor of panel of ENGL1102 students at UWG's Undergraduate Research Conference (2019, 2022, 2023)
- Member of Early Student Teaching Think Tank Committee (2021)
- Mentor for Graduate Student Teaching Assistant (2019)
- Member and Instructor for First Year Writing Grading Contract Pilot Program Team (2019-Present)
- Member and Instructor for English: Pathways of Integrated Curriculum Pilot Program (2018)
- XIDS Instructor
  - o Proposed and Instructed a Cross-Discipline, Writing Intensive Class "Wandering: A Search for Identity" (2019-2020); "Achieve Any Goal" (2021-2022); "WDYKA" (2023)
- University Writing Center Writing Consultant (2017-Present)
- Member of English Recruitment Initiatives Team (2019)

### EASTERN NEW MEXICO UNIVERSITY

- English Department Representative, Preview Day (2016)

## Professional Association Memberships

### NATIONAL COUNCIL OF TEACHERS OF ENGLISH

## Writing and Editing Experience

**FREELANCE WRITER**, Pinehurst, NC and Albuquerque, NM Feb 2008 – August 2014 **OWNER / FOUNDER**

*Created, edited, promoted, and interpreted ideas and facts in written form for regional and national magazines, newspapers, online media, and company newsletters for businesses, magazines, and individual clientele.*

Authored parenting and military lifestyle-centered articles that engaged, educated, and informed the general public at all levels; **achieved six consistent years of publication success** with magazines, and online publications.

- Created a broad range of consumer and business publications, humor essays, and online articles, taking

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client visions and crafting them into powerful documents or correspondence pieces.

- ☐ Served as guest blogger for *Motherlogue*, *Motherhood Muse*, and *Her War, Her Voice*; "**Raising Southerners**" essay published in highly competitive *Southern Journal* department of *Southern Living* magazine, March 2009.
- ☐ Editor of *Joint Special Operations Command (JSOC) Spouses' Newsletter*, an eight-page **quarterly publication distributed to 200+ subscribers** that provided information and resources that connect, grow, and empower the Ft. Bragg, NC JSOC military family.
- ☐ **Pitched idea and wrote monthly column** on relocation topics for *Montgomery Parent Magazine*. Edited *Missing in Action: Where Are the Air Force's Geographic Combatant Commanders?* a 96-page book published in 2012.

## **MILITARY SPOUSE MAGAZINE**, Pinehurst, NC Jan 2009 – Dec 2013 **MONTHLY COLUMNIST / CONTRIBUTING WRITER**

Generated content for magazine, engaging and educating readers; regularly assigned feature articles based on increased reader demand and feedback.

- ☐ Authored 55+ general interest articles that touched on and targeted the challenges and demands of the military lifestyle.
- ☐ Singlehandedly **developed and authored a featured monthly column** featuring care package products and ideas for troops overseas and their families.
- ☐ **Introduced well-received editorial proposal** resulting in the amendment of 2011 Editorial Calendar, incorporating an entire issue based on the lifestyle of and relationships within military families. ☐ Collaborated with military-friendly businesses to publish valuable, detailed, and informative news briefs for use in featured columns.

## **OKLAHOMA STATE UNIVERSITY – ENGINEERING RESEARCH FIELD OFFICE**, Eglin Air Force Base, FL Oct 1999 – June 2001 **PUBLICATIONS MANAGER / TECHNICAL WRITER**

Established and ensured consistent implementation of terminology and style in manuals. Coordinated with other departments to manage consistency within the user interface, release notes, training material, and user manuals.

- ☐ Coordinated **publication of internal and end-user documentation** identifying documentation deliverables and defining target audiences for those deliverables.
- ☐ Researched, wrote, and edited *Joint Munitions Effectiveness Manuals (JMEmS)* for Department of Defense (DOD) contractors.
- ☐ **Edited, authored, and compiled classified documents** for the Joint Technical Coordinating Group for Munitions Effectiveness while successfully meeting strict deadlines and collaborating with the division's editorial team; received and maintained a DOD secret-level security clearance with zero security violations.
- ☐ Wrote and maintained source files for technical publications, researched available information including technical specifications, and interviewed technical experts relevant to subject matter; **effectively conducted independent tests of technical features and software/documentation usability.**

## Select Publications:

### **REGIONAL CONSUMER PUBLICATIONS:**

*Southern Living* – *Kansas City Parent* – *Pittsburgh Parent* – *Ann Arbor Family* – *Auburn-Opelika Parent* – *About Families* – *Baltimore's Child* – *Calgary's Child* – *Eastern Shore Parent* – *Irving Parent* – *Katy Parent* – *McKinney Kids* – *Montgomery Parent* – *North State Parent* – *Space City Parent* – *Staten Island Parent* – *Suburban Parent* – *San Diego Family* – *Toledo Area Parent*

### **ONLINE PUBLICATIONS:**

*The Motherhood Muse*, "Nature's Symphony" – *AmeriForce.net*

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## **MILITARY FAMILY PUBLICATIONS:**

*Military Spouse Magazine – Joint Special Operations Command Spouses' Newsletter –  
AmeriForce Publishing: Military Families – Reserve and National Guard – Military PCS-TDY Relocation Guide –  
Military Finance*

## **Community Activities**

**OLD VICTORY CHURCH,** Executive Council and Recording Secretary, Bowdon, GA