

**Shabnam Fatima**

[shabnamf@sharjah.ac.ae](mailto:shabnamf@sharjah.ac.ae)

+971 50 4870083

**QUALIFICATIONS:**

M.A. English, Jawaharlal Nehru University, New Delhi, India

B.A. (Honors) English Literature, Delhi University, India

TESOL Certificate (RSA CTEFLA), International House, London, UK

**TEACHING HISTORY:**

1999 - Present                      **Full-time Instructor, ELC, University of Sharjah**

***2020 – Present – Academic Program Coordinator, IEP***

***2017 – Present - Coordinator, Writing Center***

***2013 – 2016 – Program Coordinator, Special Skills***

***2006 – 2008 – Coordinator, Writing Skills***

As Program Coordinator, my duties have included:

- developing and updating the curriculum to meet the changing needs of students according to the Ministry of Education requirements (EmSAT/IELTS/TOEFL/PET etc.) as well as incorporating technology and other innovative methodologies in accordance with the vision of the university
- developing assessment, including continuous assessment work, exam production, marking procedures and grade entry for IEP to reflect any changes in the program
- writing exams for all the skills including reading, writing, listening, and grammar for all levels
- selecting and piloting new course books
- placing and following up textbook orders
- overseeing and preparing course outlines incorporating all necessary updates
- organizing presentations by EFL specialists and publishing house representatives to update and train faculty on new resources
- monitoring faculty grade and attendance entry on a regular basis
- checking final grade reports and Banner entries before submission
- following up on requests from students through e-services (Incomplete grade, checking final exam score etc.) after each exam
- liaising with the Director, Assistant Directors, other academic coordinators, when required, to discuss work-related matters
- proposing Professional Development seminar topics according to faculty needs
- providing technical support to faculty in deploying exams, and to faculty and students in using e-books and online learning platforms
- preparing the exam proctoring schedule for standardized quizzes, and midterm and final exams, producing detailed instructions for uploading and setting up exams as per UOS guidelines, and monitoring the delivery of all exams
- developing, editing, and updating course materials based on feedback from faculty

As Writing Center Coordinator, my duties have included:

- drafting the Mission and Objectives of the Writing Center
- preparing a comprehensive handbook and the FAQs component of the website for consultants, teachers and students
- creating the content for the Writing Center website including appointment and feedback forms
- collating online resources for the website and physical resources for the Writing Center
- liaising with ITC on development of web forms, emails and website
- supervising and creating posters and other publicity materials for the Writing Center
- conducting orientation meetings for faculty consultants
- preparing the consultants' schedule for the Writing Center
- supervising a team of faculty consultants
- organizing seminars and workshops
- overseeing operations of the Writing Center

As a Program/Skills Coordinator, my duties included:

- Writing the curriculum for Writing, Reading, Listening and Speaking
- Preparing course outlines for Writing, Reading, Listening and Speaking
- Preparing/collating supplementary material for Writing, Reading and Speaking
- Writing exams for Writing, Reading, Listening and Speaking
- Preparing the teaching and proctoring schedule for Men's and Women's Campuses

As an instructor my duties have included:

- Teaching a variety of courses at various levels
- Proctoring and marking exams
- Helping to write various exams
- Coordinating writing marking

1997-1999 **Full-time instructor, Emirates Institute for Banking and Financial Studies, Sharjah**

Taught the following courses:

English for the Banking Diploma  
Business letter, memo and report writing  
English for Insurance  
English for Banking  
Business English

1996-1997 **Full-time instructor, Zenith Training Institute, Abu Dhabi**

Taught the following courses:

English for the Higher National Diploma, UK  
Technical English  
Business English  
General English

1993-1996 **Full-time instructor, Al Dhafra Pvt School, Ruwais**

Taught English to primary classes

## CONFERENCE PRESENTATIONS:

- September 2018**      **University of Sharjah, LI PD Day**  
*Using Online Educational Platforms in EFL*
- May 2016**            **NUS, Singapore CELC Symposium**  
*EDM for Low Level Learners (with Scott Lauder)*
- January 2016**        **University of Sharjah, ELC PD Day**  
Technology in the Classroom: Boon or Bane
- March 2015**         **TESOL Arabia**  
*EDM for Low Level Learners (with Scott Lauder)*
- October 2014**       **TESOL SIG Event**  
*Writing Assessment for Low Level Learners*
- January 2013**       **University of Sharjah, ELC PD Day**  
*Team Games as Classroom Motivation*

## **PD PRESENTATIONS:**

- Sept 2023            Using Integrated Online Workbooks
- May 2023            Using Smartboards in the ESL Classroom
- May 2022            Using Bookwidgets for Class Assignments
- February 2021      Teaching Writing Online
- Oct 2020            Tools for Using Blackboard

## WRITING and EDITING

### **Writing**

2020 – Co-author

- ***University Writing Skills, Paragraph Development, Express Publishing, UK***

2019 – Co-author (Writing section)

- ***Achieve, Self-Study Exam Preparation for EmSat, Macmillan Education, UK***

### **Editing**

2023

Academic papers for publication

**“Sustainable Development: An Analytical Vision for Smart Dubai City Social Policies”** by Ghayath Sajwani and Prof. Hussein Al Othman

**“Review of Research Related to the Socio-economic Costs and Benefits, Policy, Market, and Environmental Aspects of Microgrids in the UAE”** by Hussain Sajwani

**“Academic achievement in a mandatory EFL program in the UAE: limiting conditions for autonomous motivation and competence perceptions”** by Dr. Scott Lauder

2022

Academic papers for publication

**“Confidentiality in International Commercial Arbitration: A Comparative Critical Study”** by Dr. Ahmad Farah, Nagham Al-Otaibi

**“Modelling and Optimization of Tractor Ride Conditions under Water Tanker Operation”** by Amandeep Singh, Siby Samuel, Naser Nawayseh, Harwinder Singh, Rupinder Singh, Chander Prakash, Manjeet Singh, and Naresh Kumar Chhuneja

Fiction

**The Terracotta Horse** by Dr. Scott Lauder/David Ross (Neem Tree Press)

2021

Academic papers for publication

**“Evaluation of substituted pyrazole-based kinase inhibitors in one decade (2011-2020): Current status and future prospects”** by Mohammed I. El-Gamal, Moustafa M. Madkour, Seyed-Omar Zariaei, and Hanan S. Anbar

**“Optimizing Density, Dynamic Viscosity, Thermal Conductivity and Specific Heat of a Hybrid Nanofluid obtained experimentally via ANFIS-based Model and Modern Optimization”** by Dr. Zafar Said, L. Syam Sundar, Hegazy Rezk, Ahmed M. Nassef, Hafiz Muhammad Ali, Mohsen Sheikholeslami

**“Gratifications of Using Facebook for University Students – a field study”** by Dr. Dr. Muhammad Al Qudhah

Fiction

**The Gold Monkey Key** by Dr. Scott Lauder/David Ross (Neem Tree Press)

2020

Academic papers for publication

**“Metagenomic Analysis of the Gut Microbiome Reveals Enrichment of Menaquinone (Vitamin K2) Pathway in Diabetes Mellitus”** by Dr. Mohammad Tahseen Al Bataineh

**“Socio-demographic, Economic and Health Characteristics of Female-Headed Jordanian Households: An Exploratory Descriptive Study”** by Prof. Hussain Al Othman

**Weather-Related Metaphors in English and Arabic: A Contrastive Study** by Aya Raja Abdulraheem

2019

Academic papers for publication

**“Academic Freedom in Algerian Universities -A Field Study in Some Universities of Eastern Algeria”** by Prof. Brahim Touhami

**Identification of Key Design-Phase Related Risks Impacting Time in DBB High-rise Building Projects in the UAE - Towards Developing a BIM-based Risk Management Framework** by Prof. Radhi AlZubaidi / Dr. Senthilkumar Venkatachalam / Deena Badran

**“Youth, Communication Technologies and the Emerging Identity in the United Arab Emirates”** by Hessa Hassan Alyasi

**“Integration into University Life among Students Residing in Dorms at the University of Sharjah: A Field Study”** by Prof. Abdullah Falah El-mneizel

Master’s thesis

**“Branding the Emirate of Sharjah”** by Mahboobah Abdolrehman

Book

**The Emirati Burqa (Department for Culture and Tourism, Abu Dhabi)** by Dr. Karima Al Shomely

**The Jade Dragonball** by Dr. Scott Lauder/David Ross (Neem Tree Press)

2018

Academic papers for publication

**“Academic Adaptation and Achievement: A Comparative Study of Outstanding Students and Students under Academic Probation in the University of Sharjah”** by Dr. Bushra Ahmed Alakashee and Prof. Abdullah Falah El-mneizel

**“Islamic Civilization as a Nurturing Environment for the Advancement of Sciences: A Review of Historical Act”** by Dr. Nadjib Benkheira

**Flipped Physics Classes for Engineering Students: University of Sharjah Case Study** by Dr. Hussein M. Elmehdi

Master’s thesis

**“Construction of a 3D Geometric and Semantic Model for an Indoor Environment by a Service Robot”** by Mohamed Elsaeed Elzaiady

2017

Doctoral thesis

**“Motivational resources, personal characteristics, and grades: an investigation into academic achievement in the UAE.”** by Scott Lauder

Graded Reader

**“A Single Shot”** by Scott Lauder and Walter McGregor (Helbling)

Summarized 5 chapters of

**“Futuring”** by Edward Cornish (for Dubai Police)

2016

Graded Reader

**“The Boy-King Tutankhamun”** by Scott Lauder and Walter McGregor (OUP)

2015

Graded Reader

**“The Right Thing”** by Scott Lauder and Walter McGregor (Helbling)

2014

Graded Reader

**“The Albatross”** by Scott Lauder and Walter McGregor (Helbling)