

Shabnam Fatima
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QUALIFICATIONS:

M.A. English (Language and Literature), 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
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 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 of the skills including reading/writing/listening/speaking/grammar for all levels
- selecting and piloting new course books based on changes decided as a result of the program evaluation process
- placing and following up textbook orders
- writing reports showing the breakdown in midterm and final exam grade distribution
- overseeing and preparing course outlines incorporating all necessary updates
- organizing presentations by EFL authors and publishing house representatives for the benefit of faculty
- monitoring faculty grade and attendance entry on a regular basis
- checking final grade reports and Banner entries before submission
- 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

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 have 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 and Hindi 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

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

2021

Academic paper for publication

- **Modelling and Optimization of Tractor Ride Conditions under Water Tanker Operation** by Amandeep Singha, Naser Nawayseh, Siby Samuelc, Harwinder Singhd, Chander Prakashe, Rupinder Singhf, Manjeet Singhg, Naresh Kumar Chhunejah
- **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 Zaraei, 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

Book

- **The Gold Monkey Key** by Dr. Scott Lauder

2020

Academic paper 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 paper 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

Master’s thesis

- **“Branding the Emirate of Sharjah”** by Mahboobah Abdolrehman
- **“Youth, Communication Technologies and the Emerging Identity in the United Arab Emirates”** by Hessa Hassan Alyasi

Academic paper for publication

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

Book

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

2018

Academic paper 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)

SUSTAINABILITY CIRCLES:

Animal Welfare Sustainability Circle - Chair

COMMITTEE MEMBERSHIPS - Current

Professional Development Committee - Chair

Scheduling Committee – Chair

Materials Development Committee – Member