

Name: Yasser Salem **Date of birth:** 13-12-70

E-MAIL: yassersalem@yahoo.com

Present address: ELC
The University of Sharjah
27272
United Arab Emirates

Work: (00971) 6-5057936

Mobile: (00971) 50 2668937

Training:

Psychology in the Real World	University of Cambridge, UK	2016
Certificate in Leadership in Higher Education	Institute of Leadership in Higher Education The University of Sharjah, UAE	Nov. 2015
Educational Planning and Course Design	Institute of Leadership in Higher Education The University of Sharjah, UAE	Nov. 2015
Psychology in Context	University of Cambridge, UK	2015
Online Course on Leadership in	TESOL Arabia	2010
Language Teaching and Learning TESOL Leadership Academy	TESOL Arabia	2009
ESP Orientation Course	The Fulbright Commission, AMIDEAST	1998

Qualifications:

MATEFL	The University of Reading, UK.	1997
ESP Post-graduate Certificate (240 hours)	The University of Alexandria, Egypt	1993
B.Ed. TEFL	The University of Alexandria, Egypt	1992
B.A. English Language and Literature	The University of Alexandria, Egypt	1992

Work Experience:

Job Title	Institute	Duties	Date
Campus Coordinator	The University of Sharjah Sharjah/Maliha Community Colleges	<ul style="list-style-type: none"> • Supervision of course design and test writing • Supervision and evaluation of faculty • Participate in revising college policies • Determine student needs and deal with their administrative and academic matters • Teaching on the pre-university IEP course 	2011-2016
EAP Instructor	The University of Sharjah	<ul style="list-style-type: none"> • Teaching on the pre-university IEP course • ELT Coordinator: Centre for Continuing Education and Community Services. • Chair: Professional Development and Research Committee • Chair: Teaching Evaluation Committee • Member of the Orientation Committee 	Aug 05 - present
EAP Lecturer (East Asia English Language and Learning Support Coordinator)	Middlesex University, London (in China)	<ul style="list-style-type: none"> • Course Design and Materials Writing: wrote materials for and designed pre-university, pre-foundation and in-session courses • Established Middlesex University Teaching Centres in Beijing and Guangzhou, China and Seoul, Korea. • Staff Recruitment: recruited teachers, programme coordinators and administrative staff to work on the university's English Language programmes in China. • Staff Training: conducted pre-service and in-service training for all teaching staff. Also inducted staff that were selected to join the Middlesex University MA TEFL course in London • Supervisor: on delivery of pre-session and in-session courses on our joint programmes with Tsinghua University in Shenzhen, China. • Testing: was responsible for writing new versions of the MELT (Middlesex English Language Test) and interviewing new university candidates in East Asia (mainly various parts of China, Hong Kong, Taiwan and Korea). Also devised placement tests for various pre-university and pre-foundation programmes. • Teaching: Taught on pre-session course run in Zhuhai, China. 	Aug 02 – Aug 05

EAP Lecturer	Middlesex University, London	<ul style="list-style-type: none"> • Teaching: pre-sessional (2 summers), English Language and British Culture and EAP in-session courses. • Course Design and Materials Writing: assisted the DOS with writing materials for and designing the summer pre-sessional course, and the University English Preparation course (UEP) • Designed a Pre-Foundation English course specifically for Chinese students. • Testing: co-authored the Middlesex University English Language Test (MELT) which is used as an entry requirement for overseas students. 	Aug 01 - Aug 02
D.O.S	IDEAL English Academy, Bangkok, Thailand	<ul style="list-style-type: none"> • Managing a team of 35 native English speakers teaching at the Sacred Heart Convent programme. • Course Design: due to the lack of material specific to the need of Thai students and especially in our context where we were mainly concerned with oral/aural skills, I designed a lexical task-based syllabus for the secondary school level, and a functional syllabus for the primary level. Also designed syllabi for the kindergarten level. • Organizing pre-service and in-service teacher training courses that covered various areas of ELT and specifically the teaching of pronunciation and listening. • Organizing short intensive teacher training courses for the Thai teachers of English at Sacred Heart Convent. • Interviewing candidates for new positions. • Offering academic advice to teachers. • Conducting teacher observations, and performance evaluation. • Conducting biannual programme evaluation. 	May 00 – July 01
EFL/Literacy and Numeracy teacher.	The Factory Community Centre, London.	<ul style="list-style-type: none"> • Teaching GE courses for groups of adult and teenage refugees of different nationalities. • Teaching Literacy and Numeracy to Key Stage students. 	Nov. 99 – May 00
EFL Teacher (part-time)	King's School, Oxford	<ul style="list-style-type: none"> • Teaching on IFP programme. 	April-May 00
EAP Lecturer	Middlesex University, London	<ul style="list-style-type: none"> • Teaching: pre-sessional course 	Aug 99 – Sept 99

EFL Teacher	Accent Courses Ltd., UK.	<ul style="list-style-type: none"> Teaching and organizing activities for teenage Italian students of various age groups and levels of proficiency. 	July – Aug 99
English Language Instructor	King Abdul-Aziz University, Jeddah, Saudi Arabia.	<ul style="list-style-type: none"> Teaching EAP courses in the fields of Science and Environmental Design. Course Design and materials writing: a course for the College of Environmental Design; a General English Course for students of various fields of study. Testing 	Aug 98 – July 99
Arabic Instructor	The British Council, Jeddah, Saudi Arabia.	<ul style="list-style-type: none"> Teaching and developing materials for an Arabic as a Foreign Language Course for adults. 	1998
English Teaching Consultant	ETP, AMIDEAST, Alexandria.	<ul style="list-style-type: none"> Teaching EGP courses for adults. And developing materials; Advanced Writing, Advanced Integrated Skills, Advanced Conversation courses, and TOEFL Preparation courses. 	Nov 97 – July 98
Arabic Examiner	The University of Westminster, UK.	<ul style="list-style-type: none"> Examining candidates of the Arabic Diploma offered by the University of Westminster in the four language skills. 	March 98
English Language Instructor	ESP Centre, The University of Alexandria, Egypt.	<p>Teaching on various EAP and teacher training courses which included:</p> <ul style="list-style-type: none"> a pre-service Teacher Training course for Non-Specialized English Teachers. postgraduate certificate in the Teaching of ESP for specialized teachers of English. TOEFL Preparation course. EAP/ESP courses in the fields of Medicine, Medical Research, Pharmacy, Engineering, Business, Physical Education and Agriculture for both undergraduate and post-graduate students. <p>Course design and materials writing:</p> <ul style="list-style-type: none"> Pre-service Teacher Training Course for Non-Specialized English Teachers. Postgraduate Certificate in the Teaching of ESP for Specialized Teachers of English. EAP for Medical Research, Physical Education, Pharmaceutical and Commercial studies. 	June 95 – July 98
EFL Teacher	The British Council, Alexandria.	<ul style="list-style-type: none"> Teaching EGP courses for both adults and young learners at the age range of 13-15 at various levels including FCE and CAE. 	1995

EFL Teacher	International House, Alexandria.	<ul style="list-style-type: none"> • Teaching EGP courses for young learners at the age range of 13-15. This also involved the use of music and drama in teaching TEFL. 	Summer 93
English Language Teacher	Victory College, Alexandria.	<ul style="list-style-type: none"> • Teaching English Language and English Literature to young learners of 12-15 years. The school was an English medium school, so most of the students were bilingual and mainly from Egypt, Nigeria and Saudi Arabia. 	Aug 92 – June 95

OTHER:

Registered at BALEAP as an EAP lecturer at British Universities.

Member of TESOL Arabia

IELTS examiner.

Attended several TEFL/TESOL conferences

Publications:

“The Act of Composing: Genre and Process”, (1998). PHAROS –ESP Quarterly Journal. Alexandria.

Recent Presentations:

Get Them to Read: 10 Effective Reading Strategies and Activities, 2014, TESOL Arabia.

Assessment of Spoken Language: A Practical Framework, 2013, TESOL Arabia, Sharjah Chapter.

Reading is a Pleasure, 2012, TESOL Arabia

Are International Exams like the TOEFL and IELTS the most objective way to test students' English?(panel, 2011, TESOL Arabia Conference.

Successful Practices in the TOEFL Classroom (panel), 2010, University of Sharjah.

Assisting Disabled Students in the Mainstream EFL Classroom, 2010, University of Sharja.

Action Research: Means of Discovery and Change, 2006. UoS Mini-Conference.

Computer & Language, 1999, Middlesex University

Writing Research Papers , 1999, Middlesex University

Dealing with New Items of Vocabulary in Specialized Contexts, 1999, Middlesex University

Recent Committee and Conference Work

- a. **TESOL Arabia READ SIG Chair (2010-2015)**
- b. **Sharjah Colloquium (2009-present):** acted as main organizer of the event that was held at and sponsored by the University of Sharjah. As such, I supervised all preparations for the conference as well as cooperating with another colleague in the selection of papers and invitation of presenters.
- c. **Chair of the Professional Development and Research Committee:** in my role as Chair of the PD Committee, I have planned the committee's strategic role for the coming 5 years. I have also arranged several workshops and presentations by professionals from within the ELC and outside to be held at the University of Sharjah.
- d. **Chair of the Teaching Evaluation Committee:** As such I contributed to the design and piloting of Teacher Evaluation, Student Self-Evaluation and Programme Evaluation forms in use by the ELC.
- e. **Chair of Vocabulary and TOEFL Committee:** wrote and edited mid-term and final Vocabulary tests.

- f. **Professional Development and Research Newsletter Sub-Committee:** member. Currently responsible for the selection of academic contributions.
- g. **IEP Academic Council:** member
- h. **The Curriculum Committee:** member
- i. **Teacher Support Programme:** coordinated and taught on the course
- j. **ELC Reform Proposal:** co-authored several proposals
- k. **Writing Working Group:** member
- l. **Faculty Handbook Committee:** member.
- m. **ELC Brochure Committee:** member.
- n. **TESOL Arabia (2009):** arranged the University of Sharjah's sponsorship of the conference as well as supervising the university's marketing booth over the duration of 3 days. I arranged for the transportation of marketing materials to conference site and ensured that the university's logo and advertisement appeared on agreed publications and sites of the conference.
- o. **University of Sharjah Student Fair (2009-2010):** represented the ELC at the student fair held on the Women's and Men's campuses

Recent Administrative Activities:

Reading Coordinator (2009-2011):

Responsible for course development and syllabus design as well as production of mid-term and final exams. I also served on the Academic Committee which oversaw curriculum design and implementation, and strategic planning for the English Language Centre. In addition, the Reading Coordinator was responsible for organizing and managing committees directly involved in providing students with opportunities to improve their reading and other academic skills.

TOEFL and Vocabulary Coordinator:

As such I was responsible for course design for this module as well as for supervising and writing all Vocabulary exams. I was also responsible for TOEFL and IELTS exam registration on the Men's Campus.

Teacher Support Programme Coordinator:

In my role as Programme Coordinator, I was responsible for preliminary preparation for the programme, collating class lists, and keeping attendance and feedback records. I also taught on the course, helping with course and materials design.

Centre for Continuing Education and Community Service: English Language Coordinator

My responsibilities include design of new programmes, selection of teaching materials and selection of teaching staff from within the University of Sharjah. I am also responsible for liaising between CCECS and ELC, teaching staff and the Finance Department at UoS. I also conduct teacher evaluation.

Recruitment Committee: member. Responsible for screening, contacting new candidates and checking their references. I also participate in most candidate interviews and selection process.

Teacher Observation Committee: member. As a member of this committee I am responsible for conducting formal teacher observation for renewal and probationary purposes.

REFEREES:

Dr. Khaldah Al-Mansoori

Former Director of the English Language Centre

e-mail: only-me@yahoo.com

Tel: 00971504322271

Prof. Shehdeh Fareh

Director of the English language Centre, University of Sharjah

e-mail: shfareh@sharjah.ac.ae

tel: 0097165050260

Professor Steven Li

Vice-Chancellor

Director of Operations

Middlesex University, East Asia Regional Office

e-mail: S.li@mdx.ac.uk

stevenli@netvigator.com

Middlesex University

East Asia Regional Office

Unit 103, 1/F Stanhope House

734-738 King's Road

Quarry Bay

Hong Kong

Tel: +852 2503 0111

Fax: +852 2503 0525