Karen Marsh Schaeffer [she/her]
West Valley City, Utah 84120
karen.marsh@utah.edu | (801) 574-9510

EDUCATIONAL BACKGROUND

M.A. Applied Linguistics, University of Utah   **2011**
Thesis: *A Qualitative Analysis of the Impact of Parent ESL Classes on Children's School Performance and Parent-School Interactions.*

B.A. Theoretical Linguistics, University of Utah   **2006**

CURRENT POSITION

University of Utah   **Nov 2022 - Present**

Director of Student Success and Engagement,

College of Humanities
- Planning and executing strategic efforts to improve student recruitment, belonging, and successful degree completion
- Managing the COH Student Success Hub
- Ensuring COH students have access to proactive student support services
  - Processing petitions
  - Referrals to campus partners
  - Supporting graduate advisors and graduate student needs
  - Coordinate student awards
  - Coordinating with advisors on proactive advising
  - Increasing departmental involvement in COH student programming
- Coordinating communication/marketing to promote student success
- Coordinating COH student success events & student enrichment activities
- Assisting curricular development to support student success
- Supervising Humanities House Residents and Advisor
- Maintaining and Planning Undergraduate Affairs Budget
- Supporting COH development efforts
- Representing COH on Campus Committees
- Reviewing data related to student success efforts

PREVIOUS POSITIONS

English Language Specialist, Omsk, Russia (virtual)   **Jan-Jun 2023**
A Program of the U.S. Department of State

University of Utah

Academic Liaison, Utah Global   **Jul 2022 – Jan 2023**
- Serve as Chair for Academic Quality and Assurance Committee
- Build reports and share data with academic units across campus
- Coordinate between Utah Global and academic units
- Serve as member of Utah Global Appeals Committee
- Meet with Shorelight representatives regularly to drive better support for international students

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Student Support Specialist, Linguistics   **May 2021-Nov 2022**

- Serve as member of Undergraduate and Curriculum Committees
- Advise and support undergraduate students to keep them on track for graduation
- Lead student recruitment and outreach (SLCC, high schools, community partners)
- Analyze and report on department student OBIA data (enrollments, withdrawals, trends)
- Track students with high impact practices (internships, research, community engagement, honors)
- Mentor students to develop new or deeper leadership, teaching, and communication skills (i.e., Linguistics Club, new graduate student TAs)
- Coordinate and market department events:
  - Language and the Law (annual)
  - Department Colloquia (six annually)
  - Undergraduate Events (i.e., Career Paths, Student Conference, Social Events)
  - Recruitment Events (i.e., NACLO, New Student Orientation)

Director, Utah Global Instruction, Undergraduate Studies   **Jan 2021 – Jan 2023**

- Create objectives and learning outcomes for course and program level curriculum
- Supervise and coordinate Global Citizenship courses with other departments
- Recruit, supervise and evaluate faculty/instructors utilizing ongoing performance management
- Develop curriculum for each cohort level
- Guide instructor development and maintain handbook and program policies
- Schedule courses, classrooms, and Instructors for multiple ESL course sections

Associate Instructor, Linguistics   **Jul 2011 – Dec 2022**

- Manage TESOL Certificate programs for Undergraduate and Professional Education
- Serve on Outreach and Curriculum committees to support department EDI (Equity, Diversity, Inclusion) efforts
- Courses taught:
  Language and Culture, Language and Society (World Languages and Cultures), Cross Cultural Communications, World Englishes, Intro to English Grammar, Academic ESL through Linguistics, Advanced Grammar and Editing for NNS, Academic ESL through American History, Teaching and Learning across Languages and Cultures, Intro to Expository Composition, Expository Writing for EAS

Director, English for Academic Success, Linguistics   **Jul 2011 – Jul 2022**

- Supervised and trained all TAs and Associate Instructors in ESL program
- Developed curriculum for ESL program and classes (writing, skills, CBI)
- Coordinated with other departments
- Developed instructor handbook and program policies
- Scheduled ESL courses and Instructors
- Supervised grading of ESL writing placement tests
- Supervised observation and evaluation of all instructors
- Aligned multiple sections of courses
- Created rubrics for all writing courses

English Language Specialist, Istanbul, Turkey (virtual)   **Feb 2021**

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English Language Facilitator, China Coaches Program, University of Utah   **2017-2019**

- Trained and supervise instructors for program
- Developed curriculum and lesson plans
- Led assessment and language placement
- Scheduled courses and instructors
- Supervised observation and evaluation of instructors

English Language Specialist, Java, Indonesia   **Sep 2017**

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English Language Specialist, Narva, Estonia   **Oct 2015**

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Adjunct Instructor, Salt Lake Community College   **2010 - 2011**

Teaching Assistant, Linguistics Department, University of Utah   **2007 - 2011**

Materials Developer and Teacher Trainer, University of Utah   **2008 - 2010**

Center for American Indian Languages, Shoshoni/Goshute Language Project

- Developed curriculum and lesson plans for 3 beginning levels
- Coordinated with the teacher in person and remotely
- Helped plan and present at teacher training workshops

Project Consultant, University of Utah   **2009, 2010**

Shoshoni Youth Language Apprenticeship Program

- Supervised creation of story books from Native American legends
- Led discussions on culture
- Involved multiple generations in the project
- Taught skills necessary for creating books for language development

Peer Instructor, Project New Eyes Language Courses, Czech Republic   **May - June 2009**

- Mentored students in practicum course
- Coordinated US students, and Czech teachers and families

EFL Instructor, Project New Eyes Language Courses, Czech Republic   **May - June 2008 & 2009**

- Designed and taught community language courses
- Analyzed students' needs and evaluated effectiveness of courses
- Worked with pre-service teachers as a mentor
- Created projects for children in the ESL classes using CBI techniques

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ESL Instructor, Doppelmayer CTEC, Salt Lake City, Utah   **2007**

- Designed and taught intermediate level Business English

ESL Instructor, University of Utah   **2006 - 2007**

Hartland Neighborhood Partnership Center

- Empowered refugees and immigrants to use English in daily life
- Designed curriculum and lesson plans for intermediate level of ESL
- Worked through cultural barriers to provide environment that fosters learning

Referee Instructor, United Soccer Federation, Salt Lake City, Utah   **2001 - 2007**

- Taught classes for many levels of referees
- Worked as an assessor and instructor to continually improve soccer officiating in Utah

HONORS AND AWARDS

New Leadership Academy Fellow	2022
Dee Grant Recipient	2020
ELT Leadership Management Certificate, TESOL International Association	2019
Global Learning Across the Disciplines grant ($10,000)	2019
Excellence in Global Engagement Staff Award, University of Utah	2018
$5000 Plan to Finish Award for Linguistics (LING3220)	2014
$5000 Plan to Finish Award for Linguistics (LING3500)	2014
Higher Education Teaching Specialist (HETS) Designation	2011
Graduate Assistantship, Linguistics Department, University of Utah	2008 - 2010
Teaching Assistantship, Linguistics Department, University of Utah	2007 – 2010
TESOL Certificate, University of Utah	2006
Dean's List, University of Utah	2005 - 2011

PUBLICATIONS

Schaeffer, K. (2018). Teaching Speaking in ESL Environments. In M. A. Christison and C. Borady (Associate Eds.) *The TESOL encyclopedia of English language teaching and learning: Teaching speaking and pronunciation.* (J. Liontas, Editor-in-chief.) Hoboken, NJ: Wiley/Blackwell Publishers.

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CONFERENCE PRESENTATIONS

Marsh Schaeffer, K., Christensen, A. (2020). "*Integrating and Assessing Meaningful Global Learning Outcomes Into the Curriculum*." AAC&U Virtual Conference on Global Learning, Florida.

Marsh Schaeffer, K., Wason, V., Christensen, A. (2019). "*Building a Team and Building Yourself with Openness and Creativity*." Women's Leadership Summit, University of Utah, Salt Lake City, Utah.

Marsh Schaeffer, K. (2017). "*How Project-Based Learning Can Facilitate Language Learning and Motivation*." Keynote Speaker ELITE conference, Semarang, Indonesia.

Marsh Schaeffer, K. (2017). "*Focusing on Content to Build Language Skills*." Mini-conference Institut Agama Islam Negeri Salatiga, Salatiga, Indonesia.

Marsh Schaeffer, K. (2015). *"Motivation and Language Learning: how to keep teachers and students on the right track."* Plenary Speaker 2015 Annual Estonian Assn. of Teachers of English, Tartu, Estonia.

Marsh Schaeffer, K. (2015). *"Interactive Strategies."* Presentation in-service teacher training seminar, Narva, Estonia.

Marsh Schaeffer, K. (2015). *"Taking Classroom Interaction outside the Classroom."* Paper presented at 2015 Intermountain TESOL, West Yellowstone, Montana.

Marsh Schaeffer, K. (2015). *"Introduction to Interaction across the Interwebs."* Paper presented at 2015 Intermountain TESOL, West Yellowstone, Montana.

Marsh Schaeffer, K., Wason, V. (2015). *"Cultural Values that Influence Interaction."* Paper presented at 2015 Intermountain TESOL, West Yellowstone, Montana.

Marsh Schaeffer, K. (2013). *Learning and Memory: what teachers need to know about the human Brain.* Talk presented at 2013 Intermountain TESOL, Salt Lake City, Utah

Marsh, K. (2010). *Reimagining EFL: building language through community classes*. Paper presented at The 44th Annual TESOL Convention and Exhibition, Boston, Massachusetts.

Farrelly, R. & Marsh, K. (2010). *Young ELLs as adult ESL material designers: imagine that*. Poster presented at The 44th Annual TESOL Convention and Exhibition, Boston, Massachusetts.

Marsh, K. (2010). *English Language Learning through Student Created Materials*. Poster presented at 2010 University of Utah Department of Linguistics Annual Student Conference, Salt Lake City, Utah.

DiPaolo, M., Matsumoto-Gray, K., Marsh, K., Markovic, J., Khvtisiashvili, T. & Hudson, B. (2010). Shoshoni Language Revitalization. Panel presented at 2010 Conference on the endangered Languages and Cultures of Native America, Salt Lake City, Utah.

Marsh, K. (2009). *Picture this: student created language learning materials*. Paper presented at 2009 Intermountain TESOL, Provo, Utah.

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Marsh, K., Matsumoto-Gray, K., & Hudson, B. (2009). *Community created materials for endangered language learning*. Paper presented at the 2009 Linguistic Association of the Southwest annual conference, Provo, Utah.

Marsh, K. (2009). *Teaching challenging topics to refugees*. Poster presented at The 43rd Annual TESOL Convention and Exhibition, Denver, Colorado.

Farrelly, R., Hudson, B., Bridge, S., Khvtisiashvili, T., Marsh, K. & Markovic, J. (2009). *Interdisciplinary collaboration for indigenous language maintenance*. Paper presented at 2009 University of Utah Department of Linguistics Annual Student Conference, Salt Lake City, Utah.

DiPaolo, M., Sykes, R., Matsumoto-Gray, K., Marsh, K., Markovic, J., Khvtisiashvili, T., Hudson, B., Fox, N., & Chen, X. (2009). 2009 Update on the Wick R. Miller collection project. Poster presented at 2009 Conference on the endangered Languages and Cultures of Native America, Salt Lake City, Utah.

WORKSHOPS, CONSULTING, GUEST LECTURES

2022	Invited Speaker, TA Symposium. August. Salt Lake City, Utah
2020	Community Conversation on Racism and Advocacy workshop, ITESOL Annual Conference, Utah
2018	Invited Speaker, TA Symposium. August. Salt Lake City, Utah
2018	Facilitator, Fulbright ETA PDO Workshop, Washington D.C.
2017	"Content, Interactive Strategies, Bloom's Taxonomy, and Cognitive Load – Putting it all together in the language classroom." Workshop at @America, Jakarta, Indonesia
2017	"Content, Interactive Strategies, Bloom's Taxonomy, and Cognitive Load – Putting it all together in the language classroom." Workshop at Atma Jaya Catholic University, Jakarta, Indonesia
2017	"Content, Interactive Strategies, Bloom's Taxonomy, and Cognitive Load – Putting it all together in the language classroom." Workshop, Malang, Indonesia
2017	"Content, Interactive Strategies, Bloom's Taxonomy, and Cognitive Load – Putting it all together in the language classroom." Workshop, Surbaya, Indonesia
2017	CBI workshop for SMILE 4. Semarang, Indonesia
2017	CBI workshop for English Language Fellows. Semarang, Indonesia
2017	Invited Speaker. TA Symposium. August. Salt Lake City, Utah
2017	Facilitator, Fulbright ETA PDO Workshop. Washington D.C.
2017	Workshop for English conversation class volunteers working with refugees, Know You Neighbor Program, Salt Lake City, Utah.
2016	Invited Speaker. TA Symposium. August. Salt Lake City, Utah
2016	Facilitator, Fulbright ETA PDO Workshop. Washington D.C.
2015	Invited Panelist. Understanding the International Student Experience. December 8. Salt Lake City, Utah

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2015	Invited Lecturer. Narva College. October. Narva, Estonia
2013	Invited Speaker. TA Symposium. August. Salt Lake City, Utah
2012	Invited Speaker. Global Pathways Orientation. January. Salt Lake City, Utah
2011	Presenter. Agent Training and Recruitment. December. South Korea
2011	Invited Speaker. Global Pathways Orientation. January, May, August. Salt Lake City, Utah
2010	Invited Speaker. CELCNA Teacher Training Workshop. April 8. Salt Lake City, Utah
2009	Presenter. Shoshoni Teacher Education Workshop. December 5. Wendover, Nevada
2009	Invited Speaker. Ute Language Teacher Training Workshop. November 6. Ute Indian Tribe, Uintah and Ouray Reservation, Utah
2009	Invited Speaker. CELCNA Teacher Training Workshop. March 30. Salt Lake City, Utah
2009	Invited Speaker. *Emergent Literacy*. Discussion group. Salt Lake City, Utah
2009	Presenter. Shoshoni Teacher Education Workshop. March7. Elko, Nevada.

SERVICE

Justice in Healthcare Staff Partner Alternative Fall Break	Oct 2022
Equity, Diversity & Inclusion: Curriculum, Department of Linguistics, University of Utah	2020 - Present
Equity, Diversity & Inclusion: Outreach, Department of Linguistics, University of Utah	2020 - Present
Undergraduate Committee, Department of Linguistics, University of Utah	2020 - Present
Global U Council, University of Utah	2019 - Present
Utah Global Academic Quality and Assurance Committee, University of Utah	2017 - Present
Chair, Intermountain TESOL Conference	2018
Board Member, Intermountain TESOL	2019-Present
President, Intermountain TESOL	2018-2019
Vice President, Intermountain TESOL	2017 - 2018
2nd Vice President, Intermountain TESOL	2016 - 2017
Know Your Neighbor Program (Utah refugees)	2017
Reader, TESOL Awards Committee	2008 - 2009
Mentor Teacher, University Practicum students	Spring & Summer 2009, Spring 2010, Spring 2011
Word Pronouncer, Utah State Spelling Bee presented by Scripts, Salt Lake City, Utah	March 2015
Member, Bacchus Community Council	2009 - 2010
Chairman, Bacchus Community Council	2010 - 2012
Volunteer, TESOL Convention	2009
Member, Parent Teacher Association	2005 - Present
Volunteer, ESL teacher Hartland Apartments	2006 - 2007
Tutor for Spanish Speaker	2006
Parent Volunteer	2002 - 2016

- Neil Armstrong Academy, Valley Crest, Bacchus, Silver Hills and Meadowbrook Elementary Schools