

EDUCATION

Master of Arts in Teaching English as a Second Language, University of Minnesota—Twin Cities, June 2008

Bachelor of Arts in History & English Literature, University of Minnesota—Twin Cities, August 2001

TEACHING AND RELATED EXPERIENCE

DEPARTMENT OF LINGUISTICS UNIVERSITY OF UTAH (August 2012-present)

Salt Lake City, UT

Associate Instructor

- Prepare and teach Academic English courses for matriculated undergraduate and graduate students
- Design and teach courses in the University's online TESOL Certificate
- Develop and teach interviewing skills for international students in the Eccles School of Business
- Work with a team of colleagues to design and update objectives and assessments for program courses
- Contribute to textbook and materials selection for program courses
- Offer training and workshops for program's teaching assistants

FHI360 AND GEORGETOWN UNIVERSITY ENGLISH LANGUAGE PROGRAMS AND AMERICAN ENGLISH (November 2015-present)

Online Projects' Consultant

- Create, maintain, and develop content for American English for Educators Facebook page
- Write articles and content for *English Teaching Forum*, which is the U.S. Department of State's quarterly journal for EFL teachers
- Support administrative needs related to the American English Webinar series

BRYAN ADULT LEARNING CENTER (October 2016-April 2017)

Bryan, TX

ESL Instructor

- Prepare and teach beginning English bi-weekly courses
- Develop, implement, and teach two workforce English classes for Bryan Independent School District Bus Drivers and Food Service Workers

SALT LAKE COUNTY ACTIVE AGING SERVICES (January 2014-July 2016)

Salt Lake City, UT

ESL Instructor

- Prepare and teach beginning English bi-weekly courses for senior citizens
- Conduct quarterly assessments using BEST Literacy Test

AMERICAN ENGLISH INSTITUTE (AEI) UNIVERSITY OF OREGON (September 2010-August 2012)

Eugene, OR

IEP Instructor (September 2010-March 2012)

- Prepare and teach courses in reading, writing, & grammar and oral skills to international students enrolled in the University of Oregon's Intensive English Program
- Work with a team of colleagues teaching the same level to design new lessons and activities
- Collaborate with a team of colleagues teaching the same level to change or reinforce current curriculum objectives
- Act as a lead instructor for Oral Skills level two and Reading Writing Grammar level one course
- Create and write tests and assessments for each course
- Advise M.A. students in Language Teaching Specialist Program at University of Oregon

Distance Education (DE) Instructor and Class Moderator (March 2011-August 2012)

- Moderate and participate in weekly discussion groups in various DE courses
- Grade and assess participation, contributions, and final curricula development projects of participants
- Act as conversation partner via Skype to small groups of course participants on a weekly basis

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Humphrey Academic Coordinator (March 2011 – August 2012)

- Devise curriculum for Humphrey Fellowship Program
- Organize and oversee all pre and post-program testing
- Work with Director of Special Programs preparing grant proposal and writing the final program report
- Coordinate faculty teaching in program with regular meetings and ongoing support
- Advise Fellows with regard to current and future academic issues and run weekly business meeting

GEORGETOWN ENGLISH LANGUAGE FELLOWSHIP PROGRAM (September 2008–July 2010)

Tuzla, Bosnia-Herzegovina

English Language Fellow

- Designed and taught courses “Practical English Skills” for 1st - 3rd year English majors at the University of Tuzla
- Co-taught and designed curriculum for a university American Literature class
- Created and taught course for English Access Microscholarship Program that focused on American Culture and English Language for a group of 20 local Islamic high school students
- Planned and implemented activities and presentations for American Corner in collaboration with local librarian
- Worked with colleagues to plan, develop, and implement an MA ESL program at the University of Tuzla

US EMBASSY BOSNIA-HERZEGOVINA TUZLA ENGLISH LANGUAGE TEACHING SEMINAR (June 2010)

Tuzla, Bosnia-Herzegovina

Teacher Trainer

- Participated in planning and implementation aspects of ELT Seminar
- Prepared and taught teacher training course on integrated language teaching
- Prepared taught workshop on using video in the language classroom
- Participated in extra-curricular activities and program events

US EMBASSY BOSNIA-HERZEGOVINA TUZLA SUMMER INSTITUTE (July 2009)

Tuzla, Bosnia-Herzegovina

English Language Instructor

- Participated in planning and implementation aspects of Tuzla Summer Institute
- Prepared and taught two courses for local high school students
- Co-taught and designed teaching methodology course for Tuzla university students
- Co-taught and designed English course for teachers of other subjects
- Co-taught and designed mentoring and methodology course for local English teachers
- Participated in extra-curricular activities and program events

UNIVERSITY OF MINNESOTA ENGLISH LANGUAGE PROGRAM (Summer 2006, Spring 2008, Summer 2008)

Minneapolis, MN

Adjunct ESL Instructor

- Created and prepared course curriculum based on the academic language needs of the students
- Developed all materials and conducted four fifty-minute sessions weekly focused on speaking and listening skills
- Developed all materials and conducted four fifty-minute sessions weekly focused on grammar

UNIVERSITY OF MINNESOTA WRITING STUDIES DEPT (Fall 2006, Spring 2007, Fall 2007)

Minneapolis, MN

English Composition Instructor

- Designed syllabus and course outline as it pertained to the objectives of the University’s Writing Studies Program
- Conducted three fifty-minute sessions weekly focused on academic writing and reading skills
- Regularly held one-on-one student conferences to ensure students were meeting academic goals and objectives

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UNIVERSITY OF MINNESOTA SUMMER BRIDGE PROGRAM (Summer 2008)

Minneapolis, MN

Composition Instructor

- Designed syllabus and course outline for preparatory course for non-native English speakers, first-generation, and/or low-income incoming university students
- Advised and taught academic writing and reading skills to program participants

UNIVERSITY OF MINNESOTA WRITING CENTER (Fall 2007, Spring 2008)

Minneapolis, MN

Writing Center Consultant

- Consulted with students on their writing for all phases of the writing process
- Participated in weekly training for graduate consultants facilitated by center directors
- Gave presentations on center's services to classes throughout the university

LINCOLN ADULT EDUCATION CENTER (Spring 2008, Summer 2008)

Minneapolis, MN

ESL Instructor

- Designed course outline and lessons for adult ESL students according to the guidelines and objectives of CASAS
- Conducted four 3-hour sessions weekly focused on integrated English language skills
- Chose all readings, texts, and materials for courses and regularly tested students using CASAS tests

WUHAN UNIVERSITY IN PARTNERSHIP WITH OHIO STATE UNIVERSITY (Summer 2007)

Wuhan, Hubei Province, China

EFL Instructor

- Designed a nine-hour unit to teach English in theme of American Music to ten different groups of 30 students
- Developed 3 three-hour lesson plans emphasizing speaking and listening skills
- Prepared 6 three-hour lessons preparing students for university-wide speech contest outside themed class
- Led English-speaking extra-curricular activities for program students

HENNEPIN TECHNICAL COLLEGE ESL PROGRAM (Spring 2006)

Eden Prairie, MN

Teaching Apprentice

- Worked with class instructor to create vocabulary learning strategies and conduct two ESP classes: Vocabulary for Math, Measurement, and Materials and Vocabulary for Health Sciences
- Worked with class instructor to regularly assess student performance

UNIVERSITY OF MINNESOTA SMART LEARNING COMMONS (Spring 2006)

St. Paul, MN

Writing Tutor

- Consulted with students on their writing for all phases of the writing process
- Developed and presented writing workshops addressing academic writing issues

UNIVERSITY OF MINNESOTA GENERAL COLLEGE (Fall 2005)

Minneapolis, MN

TRIO Instructor

- Developed syllabus and course outline as it related to the goals of the TRIO Program and the larger target course, American Perspectives
- Taught three fifty-minute sessions weekly focused on study and communication skills to support first-generation, low-income college students

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THE MINNESOTA LITERACY COUNCIL (September 2005–August 2008)

Minneapolis, MN

ESL Teacher and Substitute ESL Teacher

Designed and taught course for basic literacy level and taught from prepared lessons on an as-needed basis

PRESENTATIONS & PUBLICATIONS

Mendelson, M. “Combining Best Practices from Community ESL and EAP Programs.” Featured Speaker at I-TESOL Mini-Conference, Salt Lake City, UT (2018 March).

Mendelson, M. “American English webinar 2.4 - Cross-cultural communication strategies in the English Language classroom.” English Language Specialist, American English Webinar Series (2016 March).

Mendelson, M. “Understanding functions in learner speech” in the *TESOL Encyclopedia of English Language Teaching*

Mendelson, M. “Building strong communities: Bringing students together in the classroom.” Teaching Tip Session at I-TESOL Conference, West Yellowstone, WY (2015 September).

Hansen, L. & Mendelson, M. “Balancing writing and research instruction in undergraduate composition courses.” Workshop at TESOL Convention, Portland, OR (2014 March).

Mendelson, M. & Soelberg, N. “Bottom-up skills: A necessity for English Language Learners.” Workshop at TESOL Convention, Philadelphia, PA (2012 March) and KOTESOL Conference, Seoul, Korea (2012 October).

Mendelson, M, et. al. (2012, January) “International students: Writing and plagiarism.” Teaching Effectiveness Program (TEP) Workshop at the University of Oregon, Eugene, OR.

Mendelson, M. (2010, January). “Small steps toward ELT curriculum: How teachers can successfully model ELT methods, strategies, and skills for future teachers.” Workshop presentation for University of Tuzla Department of English Language and Literature faculty and United States Embassy Regional English Language Officer, Tuzla, B&H.

Mendelson, M. (2009, October). “Jumpstart your American Corner: Partnering with American government programs.” Workshop presentation for European American Corner Coordinators, Vienna, Austria.

Berberovic, S. & Mendelson, M. (2009, January). “Taking the bull by the horns: A cognitive linguistic approach to teaching idioms.” Workshop at the Hungarian Society for the Study of English (HUSSE) conference, Pecs, Hungary.

Mendelson, M. (2008, May). “Progressing from the Spatial to the Textual: Scanning Skills of Low-literate Somali learners.” Graduate student poster session at the University of Minnesota, Minneapolis, MN.

Mendelson, M. (2008, March). “Finishing your master’s degree: Navigating the portfolio, plan b paper and thesis.” Presentation for University of Minnesota student ESL forum, Minneapolis, MN.

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PROFESSIONAL ACTIVITIES & AWARDS

- English Language Specialist, U.S. Department of State and English Language Programs, RELO Turkey, Spring 2022
- Member-at-Large, Intermountain TESOL affiliate, 2020-2021
- Global Learning Across the Disciplines Grant, University of Utah Office of Global Engagement, Spring 2019
- Workshop Facilitator, Institute of International Education, Fulbright U.S. English Teaching Assistant, July 2015, July 2016, July 2017, and July 2018
- English Language Specialist, U.S. Department of State, current
- Recipient Utah State Leadership Academic Scholarship to attend COABE Conference, April 2015
- TOEIC Speaking Test Scorer, Educational Testing Service, September 2013-2014
- Co-Editor ORTESOL Journal, July 2011-April 2014, Portland, OR
- Presenter, ELF & EL Specialist Information Sessions, Salt Lake City, UT, Fall 2013
- Attendee at annual ITESOL Conference, October 2013, Salt Lake City, UT
- Attendee at annual TESOL Conference, March 2013, Dallas, TX
- College of Arts & Sciences iBook Grant, University of Oregon, Summer 2012
- Participant, *TESOL: Separating difference from disability*, TESOL online course, April 2012
- Attendee Tri-TESOL Conference, October 2011, Des Moines, WA
- Attendee ORTESOL Conference, October 2010, Portland, OR
- Practitioner Research Participant, Sponsored by the Minnesota Department of Education & ABE Teaching & Learning Advancement System (ATLAS), Final report submitted, "Progressing from the Spatial to the Textual: Scanning Skills of Low-literate Somali learners," Spring 2008, St. Louis Park, MN
- Attendee at annual TESOL Conference, March 2008, New York City, New York
- Volunteer and attendee at annual MinneTESOL Conference, November 2007, Minneapolis