

# Emmy J. Min

## Curriculum Vitae

### **ACADEMIC APPOINTMENTS**

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Associate Professor of Clinical Education, 2016 – Present

Assistant Professor of Clinical Education, 2010- 2016

TESOL Program Faculty Committee Chair, July 2013 – June 2016

University of Southern California

Rossier School of Education

MAT and MAT-TESOL Programs

### **Teaching**

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*Undergraduate Minor in TESOL*

**2014-Present**

- Lead, Undergraduate Minor in TESOL
- Course Coordinator, EDUC 412
  - Led the development of the undergraduate minor degree in TESOL
  - Designed the syllabus for the EDUC 412: Teaching Methods in TESOL (The minor in TESOL was approved by the UCOC in Spring, 2015)

*MAT-TESOL Curriculum and Course Development*

**2010-Present**

- Added the credential track to the MAT-TESOL program
- Led the development of the Korean Bilingual Authorization Program
- Led the development of Dual Master's Degree in World Language Teaching in collaboration with Yonsei University
- Led the major revisions of the two courses ("Assessment" and "Pedagogy") within MAT-TESOL according to the new Summative and Key Assessment requirements
- Co-designed the "Capstone" course, a new 4 unit course with two other faculty in TESOL
- Designed the Key Assessment #4, addressing the content on classroom-based assessments
- Coordinated the development of the MAT-TESOL Summative Assessment
- Designed the "classroom assessment" portion of the MAT-TESOL Summative Assessment
- Served as a Discussant for the panel discussion session organized by one faculty and five MAT-TESOL students in the 2014 CATESOL Annual Conference

- As the Course Coordinator:
  - Developed the syllabi
  - Coordinated the class schedules, materials, ARES, Developed the supplemental materials such as rubrics, handouts and lecture slides
  - Communicated with the 2U to create and organize the content on the LMS

*Other Teaching Related Contributions to the Rossier School of Education and University:*

- Co-developed the Language Preparatory Courses (With International Academy) for conditionally admitted TESOL students
- Collaborated with the Professional Development to design a new academic support pre-requisite class for conditionally admitted international students.
- Led the Reflection Sessions for the Ed.D students on their Study Tour in Sao Paulo, Brazil (2015)
- Doctoral Defense Committee Member – Doctoral student’s name: Nina Kang (2015)
- Faculty mentor for the TEMS Apprenticeship student - Doctoral student’s name: David Dunstan (Fall, 2012)

*Professional Presentations*

**Min, E.** (2016, December). *A Case of the Virtual Interaction in an Online Master's Program*. Paper Presented at the Akademika Nusa International (ANI) Conference, Seoul, Korea.

**Min, E.** (2015, June). *Exploring Authority and Gender in English Language Learners' Online Communication*. Paper Presented at the EdMedia International Conference, Montreal, Canada.

**Min, E.** (2014, May). *A Case of an Online TESOL Master's Program*. Paper Presented at the KOTESOL National Conference, Daegu, Korea.

Chun, S., Kwak, H., & **Min, E.** (2013, August). *Generational Comparison of the Effect of Christian Religiosity on Moral Values and Behaviors among Korean-Americans*.

Paper Presented at the Annual Meeting of the American Sociological Association, New York, NY.

**Min, E.** (2013, June). *Fostering Safe Environment for Learning*. Invited Presentation, Kids of Faith Teacher Conference, Irvine Baptist Church.

**Min, E.** (2012, March). *Gendered Emoticon Use Online: A Case of Korean Students*. Paper Presented at the Annual Convention and Exhibit of the 46<sup>th</sup> TESOL Conference, Philadelphia, Pennsylvania

**Min, E.** (2011). *Korean Students' Gender Differences in the Use of Symbols and Emoticons Online*. Paper Presented at the 22nd Society for Information Technology and Teacher Education Conference of the Association for Advancement of Computing in Education, Nashville, Tennessee

**Min, E.**, Jang, H., Bae, E., Eum, W., Choi, W., Cheon, I., Kim, C., Lee, B., Lee, S., Seo, Y., Shin, J., Sohn, M., Yoo, J., Yoon, S., (2007). *The Impact of students' goals and perspectives on instructional use of multimedia and computer: A case of college preparatory high school in South Korea*. Paper Presented at the Ed-Media Conference of the Association for Advancement of Computing in Education, Vancouver, Canada.

**Min, E.** (2006). *Reinforcing and Being Reinforced by Gender*. Paper Presented at the 17<sup>th</sup> Society for Information Technology and Teacher Education (SITE) Conference of the Association for Advancement of Computing in Education

Bader, J., Brooks, C., Carmona, S., Chang, Y., Hickman, S., McIntosh, H., **Min, E.**, Reilly, B., Whiteford, J. (2005). *Exchanging Photos and Culture*. Paper Presented at the 16<sup>th</sup> Society for Information Technology and Teacher Education (SITE) Conference of Association for Advancement of Computing in Education, Phoenix, Arizona

### Service

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***Fulbright Faculty Mentor (South Korea region)*** ***2016- Present***

***Fulbright Campus Committee Member*** ***2015-Present***

***MAT-TESOL Program Coordinator*** ***2013-Present***

- Organized the first TESOL Advisory Board
- Hosted the first MAT-TESOL Advisory Board Meeting

- Developed and Revised the TESOL Admission Rubric
- Led monthly TESOL Committee meetings and mentored adjunct and full time faculty
- Led training sessions to TESOL academic advisors, placement coordinators, admission specialists and 2U partners on curriculum and program strength
- Created and administered surveys to all TESOL part-time and full-time faculty to gather non-negotiable outcomes for TESOL; Analyzed the survey results and reported at the TESOL retreats
- Created and administered surveys to all on-ground MAT-TESOL students to better serve the needs of the international students
- Conducted exit interviews with candidates withdrawing from the program
- Hired adjunct faculty to teach in the MAT-TESOL and the minor in TESOL
- Led and coordinated the 2 day MAT-TESOL Summit Retreat
- Taught Preview Classes for the prospective TESOL students
- Coordinated launch of the prerequisite, English language preparatory courses through the Rossier School's Professional Development Office
- Initiated and coordinated the new interview requirement for the MAT-TESOL applications for 2015-2016
- Hosted webinars for prospective MAT-TESOL students
- Hosted scheduled live chat sessions for incoming MAT-TESOL on-ground students with 2U
- Initiated and Developed partnership with the International Academy
- Recruited English-learning students from Kyunghee University, South Korea to participate in the pilot Practicum for Online Teaching course (540B)
- Served as the TESOL representative for the monthly MAT Governance Committee meetings and Course Coordinator Meetings. A member of sub-committees: TESOL Minor Committee, Curriculum Revision Decision Committee
- Reviewed both online and on-ground TESOL program applications for admission
- Participated as the MAT-TESOL representative in the Rossier Commitment Committee
- Participated as the MAT-TESOL representative in the monthly meeting between MAT-TESOL and the Fieldwork/Placement Office
- Hosted monthly meetings with the Admission's office to discuss recruitment strategies

- MAT-TESOL NCATE/SPA Report training completed at the TESOL Conventions, Portland, Oregon
- Led the Faculty Panel at the MAT-TESOL Orientation
- Participated as a panelist and faculty mentor for the TESOL career workshop
- Presented the MAT-TESOL program during the Brazilian delegates' visit
- Contacted the undecided applicants as part of the outreach effort
- Served as a liaison between the TESOL faculty and other faculty, staff and students
- Developed the SPA report and other annual reports for TESOL
- Participated in the NCATE site visit interview
- Worked with 2U to host a social gathering in South Korea with prospective students, current students and alumni.
- Provided day-to-day operational support to address faculty, student and other administrative concerns in TESOL

*Undergraduate Minor in TESOL - Lead*

***2014-Present***

- Worked with the Linguistics Department at USC to include the courses in Linguistics as part of the requirement for the minor in TESOL
- Gave presentation about the minor at the USC undergraduate advisor conference
- Co-designed the flier for the minor advertisement
- Contacted Interested students by phone
- Participated in meetings to discuss marketing strategies

*MAT-TESOL Course Coordinator for EDUC 521 and EDUC 561*     ***2010-2015***

- Led weekly faculty meetings and mentored adjunct and full time faculty teaching the courses
- Hired adjunct faculty
- Coordinated course schedules

*Other Services for Rossier School of Education*

- Hub Visits in 2015 and 2016
  - Visited current students and recent graduates and observed their classes; Collected and reported data
- Led the 2015 Ed.D Study Tour to Sao Paulo, Brazil
- Member of the FAPR subcommittee for clinical non-tenure track faculty review (For FAPR 2014 and 2015)

- Member of the FAPR subcommittee for clinical non-tenure track offsite faculty review (For FAPR 2011)
- Participated in school wide meetings and retreats: Data Party, Faculty Meetings, Kick-off Meeting

*Professional Organizations, Local School Districts and local community*

**CATESOL**

- Proposal Reviewer for Annual Conference (2016)
- Member of the Organization Committee and Chair of Registration Coordination (2013)
- CATESOL Reviewer/Reader for the College/University Group 1
- CATESOL Graduate Award Committee

**Irvine Baptist Church, Irvine, CA**

- Elementary Department Curriculum Committee
- College Group (COMPASS) Mentor
- Hosted Teaching Seminar
- Youth orchestra lead

**Berrien Springs Unified School District, Berrien Springs, MI**

Translated school documents into Korean

- Report cards (K-6)
- School policy documents

**Grace Korean Baptist Church, Granger, IN**

- College Group Advisor
- Michigan Team Co-leader
- Orchestra Lead

**OTHER TEACHING EXPERIENCE**

**Instructor**

*Summer, 2007*

University of California, Riverside

Graduate School of Education

Taught:

EDUC 109 “Education in a Diverse Society”

**Full-Time Lecturer** *3/1/2006- 8/30/2007*  
Kyunghee University, Republic of Korea  
Taught:  
English as Foreign Language Courses  
Business English  
English Conversation  
Co-developed the online English course content

**Teacher** *5/30/2005-2/28/2006*  
Hankuk Academy of Foreign Studies (HAFS) High School, Republic of Korea  
Taught: English as Foreign Language

**Teacher** *June 2004-April 2005*  
Proud Seven Academy, Republic of Korea  
Taught: English Reading, Writing

**Co-Instructor** *Spring, 2003*  
University of California, Riverside  
Graduate School of Education  
Collaborate in Teaching: “Intercultural communication and digital photography”

**Instructor** *July, 2004- Sept. 2004*  
J&B Sports, Republic of Korea  
Taught: English Conversation and Writing

**Instructor** *Nov. 1995 – March 1996*  
Lotte Confectionary Inc., Republic of Korea  
Taught:  
Intermediate English Conversation

**Instructor** *Aug. 1995- Nov. 1996*  
Korea Telecom Headquarter, Republic of Korea  
Taught: Intermediate English Writing

**Official Translator** *Aug. 1993- Nov. 1993*  
Taejon International Exposition, Taejon, Korea

## **EDUCATION**

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### **Ph.D., Education, 2009**

University of California, Riverside, Graduate School of Education  
Concentration: Curriculum and Instruction

### **M.A., Communication Management, 1998**

University of Southern California, Annenberg School of Communication

### **B.A., Social Science, 1997**

University of California, Irvine

## **PUBLICATIONS**

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**Min, E.** (In process) “Public and tacit institutional goals of a high school and their impact on curriculum-in-use”

**Min, E.** (In process) “English language learners’ online reflections and their motivations to use English”

**Min, E.** (In process) “Gendered strategies and educational equity: the case of Korean high school students”

Shin, S., & **Min, E. J.** (2010). *Being independent in the United States*. Seoul: Kukmin Publishing.

## **LANGUAGES**

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Bilingual in English and Korean

## **CERTIFICATION**

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### **English as second language, Summer Certification for Teaching, 2005**

American College Testing Program (ACT)

## **CONTACT INFORMATION**

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