

Stephanie J. Stauffer

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● Current Employment

○ Contracting

- **Language Testing (contractor).** Conduct and score English Oral Proficiency Interviews for the U. S. Department of Justice.
- **Training of Language Testers (contractor).** Deliver training workshops for prospective administrators of the BEST Plus, a test of English speaking skills for adult ESL students.

○ Teaching

- **Adjunct Instructor.** English composition (English 051, 101, and 102). Harrisburg Area Community College, Lancaster Campus, Lancaster, PA.

○ Freelance

- **ESL Consulting.** Develop and deliver tailored English language programs for professionals, specializing in development of oral proficiency (speaking) skills and assessment of those skills.
 - **Editing.** Substantive editing and copyediting for academic and technical work in print and on the Web.
 - **Grant Writing.** Specializing in foreign language education and assessment using internet technologies.
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● Education and Awards

○ Degrees

- **All coursework and requirements for PhD but dissertation,** Applied Linguistics, Georgetown University, Washington, DC. Departmental Fellowship 1993-96. Dissertation title: *Effects of Keyword in Context Input Enhancement on the L2 Acquisition of French Object Clitic Pronouns.* Withdrew August, 2001.
- **MA in TESOL,** Monterey Institute of International Studies, Monterey, CA. December, 1990. Full academic scholarship. Graduated with distinction.
- **AB cum laude** in Music, Princeton University, Princeton, NJ. June, 1985.

○ Professional Development

- **Emergency Substitute Certification Training.** Lancaster-Lebanon IU-13, East Petersburg, PA. November 30-December 1, 2004.
- **Oral Proficiency Interview (OPI) Test Administrator Training.** Federal Bureau of Investigation, Washington, DC. Eight days of training, May, 2004.
- **Proposal Writing Seminar.** Foundation Center, Washington, DC. December 4, 2001.
- **ACTFL Oral Proficiency Rating.** Completed SOPI rater-training courses on applying the updated ACTFL Oral Proficiency Guidelines in French and German. 1999.
- **TOEIC Item-Writer Training.** The Test of English for International Communication. Workshop at ETS, 1999.
- **WebTycho Certification.** University of Maryland, University College, April 25-May 30, 1999. UMUC's distance education course facility. Five week training program for online instructors.
- **Text Encoding Summer School** Oxford University Humanities Computing Unit. July 19-23, 1998. Application of the TEI Lite SGML tagging scheme.
- **CETH Summer Seminar.** "Hypertext and the Humanities" strand. Princeton, NJ. July 14-26, 1996.
- **Graduate Student Representative** to the Second Annual Teaching, Learning, and Technology Roundtable Summer Institute ("Strategies for Change"). Scottsdale, AZ, July 12-16, 1996.
- **Writing Across the Curriculum,** Georgetown University, Spring, 1996. A weekly seminar for graduate teaching assistants (Writing Center Fellows), offered through the English Department.
- **TWE Rater Training.** The Test Of Written English. Workshop at TESOL, 1989.

○ Awards

- **Mellon Fellowship,** National Foreign Language Center, Washington, DC. Pre-doctoral residential fellowship. September, 1999, to May, 2000.
 - **Georgetown University Teaching Assistant Award,** Georgetown University, Washington, DC. 1995-1996. Awarded on the basis of recommendations from students and the instructor, Dr. Catherine Ball. Course title: LING 482, Pragmatics (a core course for MA and PhD students in the Linguistics Department).
 - **Departmental Fellow,** Linguistics Department, Georgetown University, Washington, DC. Teaching and research assistant, September, 1993, to May, 1996.
 - **Full Academic Scholarship,** Monterey Institute of International Studies, Monterey, CA. September, 1989, to December, 1990.
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● Test Development, Project Management, and Grant Writing Experience

- **Research Assistant and Project Manager,** Center for Applied Linguistics, Washington, DC. June 2000 - June 2003. (At CAL part-time on other projects from June 1999.) Managed and participated in all aspects of a \$585,000 contract with the U. S. Department of Education to develop the BEST Plus, a computer-assisted oral skills assessment instrument for adult English language learners. Worked as part of team to produce oral proficiency test specifications, scoring rubrics, training procedures and workshop content, and training videos and accompanying materials. See product web site at www.cal.org/BESTPlus.
- **Project Development,** Center for Applied Linguistics. Collaborated in grant writing. Awarded, for example, a 2-year, \$265,000 Title VI grant to develop a framework for web-delivered oral proficiency tests (with Meg Malone, April, 2002).

- **Teaching and Administrative Experience** (abridged)
 - **Writing (for native and non-native speakers)**
 - **English 101** (2 sections; 3 undergraduate credits each). **Adjunct Instructor**, Harrisburg Area Community College, Lancaster Campus, from Fall, 2004.
 - **English Essentials (English 051)** (3 undergraduate credits). **Adjunct Instructor**, Harrisburg Area Community College, Lancaster Campus, from Fall, 2004.
 - **Advanced Composition** (English 391; 3 undergraduate credits). **Adjunct Instructor**, University of Maryland, University College (UMUC), Spring 1999.
 - **Introduction to Writing** (English 101; 3 undergraduate credits). **Adjunct Instructor**, UMUC, Fall 1998. Nominated for the Stanley J. Drazek Teaching Excellence Award.
 - **Writing Workshop Instructor**, Monterey Institute of International Studies (MIIS), Fall 1990, and Spring 1991. **1-credit Process Writing Tutorials** for graduate students in Management, Policy Studies, Public Administration, and TESOL.
 - **MA Courses for Teachers in Training** (*TESOL: Teaching English to Speakers of Other Languages*)
 - **Linguistic Applications in English as a Second Language** (TRED 256; 3 graduate credits, required). **Adjunct Instructor**, George Washington University, Washington, DC. Summer 2003. Course web site: SJStauffer.net/TRED-256.html.
 - **Computer Applications for Language Teachers** (MA TESOL 38.554; 3 graduate credits; elective). **Adjunct Instructor**, American University, Washington, DC. Spring of 1996. Developed a new syllabus for the program. Upon completion, one student went on to direct a language lab, another to act as technology consultant for a public school, another to take a second MA in educational technology, another to teach ESL using the Internet and the WWW (just a few examples).
 - **Linguistics**
 - **Introduction to Language** (Ling 001; 3-credit prerequisite for foreign language and linguistics majors). Course title : **Lecturer**, Georgetown University, Washington, DC. Fall of 1994 and 1995. In Fall of 1993, acted as TA to Dr. Catherine Doughty for the same course.
 - **Teaching Assistant** to Dr. Catherine Ball, Georgetown University, Washington, DC. Spring of 1996. Course title: **LING 482, Pragmatics** (a core course for MA and PhD students in the Linguistics Department). Awarded the Georgetown University Teaching Assistant Award on the basis of recommendations from students and the instructor.
 - **English Skills (to speakers of other languages)**
 - **Computer Assisted Instruction Coordinator and ESL Instructor**, the University of Akron's English Language Institute, Akron, OH. August, 1996, to June, 1998. Taught two or three 4-hour ESL courses each semester (**Pre-Intermediate and Intermediate Listening Comprehension; Pre-Intermediate Writing; Intermediate Grammar; High Intermediate Reading; Advanced Listening and Speaking**). Administered small Macintosh network, including a file server and a mail server. Supervised undergraduate lab assistants. Offered Macintosh workshops for students and faculty. Identified, reviewed, and purchased software for lab use. Developed in-house CALL projects, and worked with projects already underway. Designed new computer lab and resource center when department moved to a new building.
 - **Visiting Lecturer: Computer Activities Coordinator and English Instructor**, International University of Japan, Niigata-ken, Summers of 1994 and 1995. **Developed curriculum** involving e-mail, use of listserv discussion groups, database search and retrieval, internet functions for teaching of both English language and research skills. Taught **communication skills** (oral presentation, discussion leadership), and **international business English**. Students were executives in a 10-week summer program, the IIEP (Intensive International Executive Program). The program was marketed as the first of its kind in Japan to have made use of the Internet and the WWW.
 - **Visiting Lecturer: Computer Skills Instructor**, International University of Japan, Summers of 1991, 1992 and 1993. Taught **Macintosh personal computer applications**, including word-processing (MS Word), keyboarding skills (Typing Tutor V+), database, spreadsheet (MS Excel) and graphics (SuperPaint), to incoming graduate students as part of the summer Intensive English Program (IEP).
 - **English Teaching Fellow** (sponsored by USIA) and **Lecturer**, Universit* de Saint-Louis (now Universit* Gaston Berger), Senegal, September, 1991 to June, 1992. Main responsibility: '**Comprehension and Expression.**' Developed and taught two levels of integrative four-skills courses for students of applied foreign languages, emphasizing content such as international business, tourism and agriculture. Assisted in long-term curriculum development for new university program.
 - **Program Coordinator and ESL Instructor**, Training for Service Abroad, Monterey, CA, Fall 1989 to Spring 1991 (full-time in the summer of 1990). Hired teachers, allocated budgets, and performed intensive tutoring for business people and their families.
 - **Adjunct Instructor, Reading and Listening Comprehension**, MIIS, Spring 1991. EAP course for international graduate students.
 - **Adjunct Instructor, Reading Comprehension**, Hartnell College, Salinas, CA, Spring 1991. ESL students preparing to enter mainstream classes.
 - **Teaching Assistant**, Communication Skills for International Students, Naval Post-Graduate School, Monterey, Fall 1990. Designed and implemented components of course material, including units on negotiation, presentation skills, and cross-cultural perception. Students were foreign military officers with advanced English skills, studying technical subjects.
 - **Mathematics**
 - **Head, Mathematics Department**, Ngwane Central High School, Swaziland, Southern Africa. U. S. Peace Corps Volunteer, September, 1985 to December, 1987. Guided policy for admission and streaming of new students. Designed materials for classroom use. Trained student teachers from the University of Swaziland. Oversaw progress of teachers within the department. Taught 140 students per year at three levels of college-preparatory math. Tutored English after school hours. Aided in creation and maintenance of new school library.

● Publications, Workshops, and Conference Presentations

○ Publications

- **Current and upcoming BEST Plus materials** (Center for Applied Linguistics; major conceptual, development, and written contributions)
 - Computer-adaptive Basic English Skills Test (*BEST Plus*) on CD-ROM
 - Test Administrators Guide
 - Technical Manual
 - Training Materials
 - Training Video
 - Print-based BEST Plus with administration guide and scoring materials
 - Training-of-Trainers Manual
- **Does Textual Enhancement Promote Noticing? A Protocol Analysis.** (1995). In R. Schmidt (Ed.), *Attention and awareness in foreign language learning and teaching* (pp. 183-216). Honolulu, HI: National Foreign Language Research Center. Co-author, with R. Jourdenais, M. Ota, B. Boyson, and C. Doughty.
- **Reap What You Sow: In-Service Training for Language Teachers for CMC.** (1995). In J. E. Alatis (Ed.), *Georgetown University Roundtable on Languages and Linguistics 1995* (pp. 535-547). Washington, DC: Georgetown University Press.
- **Taming the Electronic Lion, or How to Shape a Language Learning Environment out of the Chaos Called the Internet.** (1995). In J. E. Alatis (Ed.), *Georgetown University Roundtable on Languages and Linguistics 1995* (pp. 512-525). Washington, DC: Georgetown University Press. Co-author with V. Cangiano and H. Haichour.
- **The Computer-Based Language Classroom.** (1994). In J. E. Alatis (Ed.), *Georgetown University Roundtable on Languages and Linguistics 1994* (pp. 219-232). Washington, DC: Georgetown University Press. (An early version of this paper was also published in the 1994 Working Papers of the International University of Japan.)

○ Workshops Offered

- **Test Administrator Training for the BEST Plus.** 1-day workshop covering how to apply the BEST Plus scoring rubric and how to administer the BEST Plus, including intensive practice with recorded speech.
- **Test Administrator Training for BEST Plus field testers.** 2-day workshop covering how to apply the BEST Plus scoring rubric, how to collect and submit data to CAL, and how to administer the BEST Plus, including intensive practice with recorded speech and volunteer student examinees. With Carol Van Duzer and Lynda Terrill.
 - Spring and Summer, 2002:
 - Clackamas Community College, Oregon
 - College of Dupage, Illinois
 - Mount Wachusett Community College, Massachusetts
 - Broward County, Florida
 - Center for Applied Linguistics, Washington, DC
 - Spring 2001:
 - Center for Applied Linguistics, Washington, DC
- **The BEST Plus.** Introduction to test specifications, scoring rubrics, and administration procedures. One-hour segment of a Language and Technology Workshop held at CAL.
 - NECTFL preconvention workshop. Washington, DC, April, 2003.
 - ACTFL preconvention workshop held at CAL. Washington, DC, November 15, 2001.
- **Oral Proficiency Assessment Using the ACTFL Guidelines: The Multimedia Rater Training Program.** Half-day NECTFL preconvention workshop. Washington, DC, April, 2000. With Helen Carpenter (NCLRC).

○ Presentations

- **Building a computer-adaptive, scripted oral interview: The pilot study.** Poster, AAAL. March 22-25, 2003, Arlington, VA. With Dorry Kenyon and Mohammed Louguit.
- **Developing an adaptive test of oral proficiency.** International TESOL, Baltimore, MD, March 25-29, 2003. With Dorry Kenyon and Carol Van Duzer.
- **Assessing oral language using the BEST Plus.** International TESOL, Baltimore, MD, March 25-29, 2003. With Carol Van Duzer, Lynda Terrill, and Dorry Kenyon.
- **Connecting classroom activities and assessment.** NECTFL, April 11-12, 2003. With Paula Winke, Meg Malone, and Alicia Rasmussen.
- **Developing a computer-assisted, computer-adaptive oral proficiency assessment instrument for ESL students in Adult Education.** Poster at ECOLT (East Coast Organization of Language Testers), March 9-10, 2002, Washington, DC. With Dorry Kenyon. *Accepted but not presented.*
- **Collaborating with the Techies.** International TESOL, Saint Louis, MO, February and March, 2001.
- **Development of an Adaptive Computer-assisted Oral Interview.** International TESOL, Saint Louis, MO, February and March, 2001. With Carol Van Duzer and Dorry Kenyon.
- **SLA Data Online: Potentials, Issues, and an Invitation.** AAAL, Saint Louis, MO, February, 2001. Poster, with Jeffrey Connor-Linton.
- **A Computer-Assisted, Computer-Adaptive Oral Proficiency Assessment Instrument Prototype.** Language Testing Research Colloquium, St. Louis, MO, February, 2001. Poster, with Dorry Kenyon.
- **SLA Data Online: An Invitation & Discussion of Potentials & Challenges.** Linguistic Society of America, Washington, DC, January, 2001. Poster, with Jeffrey Connor-Linton.
- **Acquisition of French clitic pronouns with concordancing as input enhancement.** AAAL, Vancouver, BC, March, 2000.
- **Making ESL Language Learner Data Available Online.** International TESOL, Vancouver, BC, March, 2000. With Jeffrey Connor-Linton.
- **Faculty Support: A Model.** Regional User Services Conference, UMCP, University Park, Maryland, April, 1999. With Jennifer Leeman.
- **Language Assessment via the World Wide Web.** Ohio TESOL, Columbus, OH, April, 1998.
- **Computer Applications for Language Teachers: Reflections on Course Development.** International TESOL, Orlando, FL, March,

1997.

- **CALL in the MA TESOL Curriculum? A Discussion.** International TESOL, Orlando, FL, March, 1997. Organizer and presenter with M. Higginbotham and T. Waldspurger.
- **Preparing Cyberinstructors, or Can You Really Get There From Here?** E-Mail, The Web, and MOOs: Developing the Writing Skills of University Students in Cyberspace. GWU, Washington, DC, February 8, 1997.
- **What Does NLP Have to Offer CALL?** International TESOL, Chicago, IL, March, 1996.
- **Acquisition of Ergatives: Evidence from a Learner Corpus.** International TESOL, Chicago, IL, March, 1996.
- **Does Textual Enhancement Promote Noticing? A Protocol Analysis.** Paper presented at the 1995 Second Language Research Forum (SLRF). Ithaca, NY. Co-author, with R. Jourdenais and M. Ota.
- **Materials Development for the Language Classroom: A Corpus Approach.** International TESOL, Long Beach, CA, March, 1995. Principal presenter, with H. Haichour and V. Cangiano.
- **Use of Electronic Corpora in the EFL Context.** AAAL and International TESOL, Long Beach, CA, March, 1995. Co-presenter with H. Haichour and V. Cangiano.
- **Reap What You Sow: In-Service Training for Language Teachers for CMC.** (1995). GURT (Georgetown University Roundtable on Languages and Linguistics) 1995. Washington, DC. Refereed student paper.
- **Taming the Electronic Lion, or How to Shape a Language Learning Environment out of the Chaos Called the Internet.** GURT 1995. Washington, DC. Co-author with V. Cangiano and H. Haichour. Refereed student paper.
- **Computer-Mediated Communication in Language and Cross-Cultural Training in Japan.** Thai TESOL, Bangkok, January, 1995. Co-presenter with T. Hayes, International University of Japan.
- **The Computer-Based Language Classroom.** GURT 1994. Washington, DC. Refereed student paper.

● Related Professional Experience

○ Research, Consulting, and Service

- **Co-organizer,** Software Applications Fair, TESOL 2001-2003.
- **Research Assistant,** Center for Applied Linguistics, Washington, DC. June 1 through August 31, 1999. Continued as consultant, Spring, 2000. Project: Obtained, digitized, and designated speech samples for the Multimedia Rater Training Program CD.
- **Abstract Reader,** 2004. American Educational Research Association (AERA).
- **Abstract Reader,** 1998-2003. TESOL International, Computer Assisted Language Learning Interest Section.
- **Abstract Reader,** American Association of Applied Linguistics (AAAL) Sociolinguistics strand, 1997 national conference.
- **Abstract Reader,** ACH-ALLC 2001-2002 (Association for Computers and the Humanities-Association for Literary and Linguistic Computing).
- **Consultant.** Provided phonetic transcriptions for *Dangerous English 2000*, 3rd edition (1998), by E. Claire, McHenry, IL: Delta Systems.
- **Consultant,** InfoSoft, Spring 1995. Reviewed ESL grammar-checking software and participated in focus group discussion.
- **Research Assistant,** Georgetown University, Spring 1995. Analysis of data collected at Concordia Language Villages for the purpose of discovering effective styles of feedback and for developing training procedures. For Dr. Heidi Hamilton.
- **Research Assistant,** Georgetown University, Spring 1994. Review of research in the area of 'focus on form' in adult literate language learning. For Dr. Catherine Doughty.
- **Research Assistant,** Pennsylvania State University, Summer 1989. Researched, edited, and formatted initial stages of *Computer-assisted language learning and testing: Research issues and practice* (1991), P. Dunkel (Ed.), NY: Newbury House.
- **Language Proficiency Rater,** MIIS, Fall 1990, Spring 1991. Rated international students' spoken and written language proficiency for placement purposes, according to holistic scoring methods.

○ Additional Computing

- **Faculty Support Assistant,** Georgetown University. Fall, 1998 and Spring, 1999. On-call training for Georgetown faculty on a variety of software applications. Participation in ongoing projects within the Research, Curriculum, and Development Group.
- **Network Integration Assistant,** Georgetown University. Fall, 1998. Assisted in maintaining and troubleshooting software and hardware problems with networked PCs and Macintoshes for Network Integration Services.

● Activities, Memberships, and Overseas Experience

- Living and working abroad: 5 years in Africa (Swaziland, Senegal, Ghana); 57 weeks in Japan; 31 weeks in Western Europe (mostly Germany and the UK).
- Professional Organizations: AAAL, TESOL, ACTFL, AERA, ILTA, CALICO.
- Choral Music Group: The Wheatland Chorale.

● Languages and Computing Skills

- Good command of French and German. Some knowledge of SiSwati. A slight knowledge of Japanese (can read hiragana and katakana).
- Thorough knowledge of Windows, Macintosh OS, and Macintosh networking. Unix user since 1988.
- Expert user of standard word-processing, spreadsheet, and data analysis applications. Highly proficient user of FileMaker Pro database software.
- HTML-proficient. CSS-proficient.
- Thorough understanding of how to make use of the Internet for language instruction and research.
- Experienced in multimedia software development for language teaching and assessment. Familiar with Authorware.
- Some knowledge of HyperTalk, AppleScript, PERL, PASCAL and BASIC. Two semesters of PROLOG coursework.