

Julie R. Steed

Carrollton, GA 30117 | jsteed@westga.edu

Updated January 2025

Instructor of English

English Instructor with 10+ years of experience teaching English Composition, Literature and XIDS courses and professional communicator with 20+ years of experience writing and editing. Strong teaching background and technical command of the English language and familiarity with virtually all writing styles. Published 100+ articles in 30+ regional and national consumer publications. Self-motivated, deadline-oriented professional dedicated to pursuing a successful career as an English instructor. **Demonstrates serious commitment to student learning.** Continuously improves teaching abilities each semester, as evidenced by increased scores on end-of-semester student feedback forms.

"10/10 - Breaks things down to help me understand the material, provides a variety of ways for me to make my drafts, and gives critique that ensures my advancement. Overall, a fun teacher and shows the enthusiasm many professors lack."

– English Composition Student, Fall Semester 2024

Absolutely excellent in her teaching style, the way she would never leave someone behind and make sure everyone was on the same page by going person-to-person, making sure everyone was understanding. She also treated every question like it mattered and always tried to help.

– English Composition Student, Fall Semester 2024

The instructor did very well in teaching the subject matter and having interesting lectures to attend. The coursework was always manageable and encouraged deeper thinking. Overall, I am very satisfied with my time in this class, and if I were able, I would have taken a class with this instructor again.

– English Composition Student, Spring Semester 2024

Education

MASTER OF SCIENCE IN TECHNICAL AND PROFESSIONAL COMMUNICATION

Southern Polytechnic State University, Marietta, GA

BACHELOR OF ARTS IN ENGLISH

University of West Georgia, Carrollton, GA

NATIONAL BOARD CERTIFIED HEALTH AND WELLNESS COACH

Emory University Continuing Education, Decatur, GA and National Board for Health and Wellness Coaching (NBHWC)

Academic Teaching Experience

UNIVERSITY OF WEST GEORGIA, Carrollton, GA Aug 2017 – Present **INSTRUCTOR OF ENGLISH COMPOSITION, LITERATURE AND XIDS**

FULL TIME FACULTY MEMBER

DEPARTMENT OF ENGLISH AND PHILOSOPHY (2017-2020)

DEPARTMENT OF GENERAL EDUCATION (2020-PRESENT)

Teach English 1101 English Composition, English 1102 Composition and Research, English 2130 American Literature and XIDS 2002: Wandering: A Search for Identity (within University College and the College of Arts and Sciences).

■ Create and implement syllabi, lesson plans, learning activities, and assignments that interest and engage students and help them **take ownership in the writing process**

- Work to achieve a classroom with **a safe and positive environment for students of all backgrounds** including purposeful selection of diversity in authors and reading selections
- Meet students where they are and work to **foster confidence in deep reading, critical thinking and scholarly writing**
- Participate in workshops and professional development opportunities to **stay up-to-date in pedagogy best practices and current topics of interest and concern**

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- Volunteer for and participate in **curriculum development and roll-out programs** including English: Pathways of Integrated Curriculum (EPIC) and the First Year Writing Contract Grading Pilot Program to keep student success at the forefront
- Volunteer for and participate in **service opportunities** for the department and the university
- **Engage with students** before, during, and after class and maintain consistent office hours, virtual and face to-face, to assist with writing-related questions
- Create learning environment that supports and encourages students to develop their **writing, revision, peer review, peer collaboration, reading, and presentation** skills
- Create **engaging online materials** to comply with and complement hybrid class requirements
- Encourage students to **incorporate journaling and self-care** through wandering and mindfulness

EASTERN NEW MEXICO UNIVERSITY, Portales, NM Aug 2014 – 2017 **INSTRUCTOR OF ENGLISH COMPOSITION RESOURCE FACULTY MEMBER, DEPARTMENT OF LANGUAGES AND LITERATURE**

English 097 Basic Writing, English 102 English Composition, and English 104 English Composition and Research within the College of Liberal Arts and Sciences.

- Create learning environment that supports and encourages students to develop their **writing, revision, peer review, peer collaboration, reading, and presentation** skills.
- **Received above average scores in all categories** (clarity of course material, course objectives, and assignments; unbiased learning environment; tests and projects relate to learning objectives; encourages creative and critical thinking; provides timely feedback; is accessible and responsive; posts office hours and meets them) **from all classes on student evaluation forms.**

Professional Development

UNIVERSITY OF WEST GEORGIA

- Innovations in Pedagogy Conference
 - Attendee (2018, 2019, 2020)
 - Presenter (2019, 2020, [2021 Pending Acceptance])
- Center for Teaching and Learning Reading Groups and Workshops
 - *Small Teaching Online* Reading Group (2021)
 - Online Teaching Cohort Extended Workshop/Class (2020)
 - Online Course Development Workshop (2020)
 - Grading Contract Gradebook Workshop (2020)
 - Course Den and Kaltura Workshop (2019)
 - *Make It Stick* Reading Group (2018)
 - *Teach Students How to Learn* Reading Group (2017)
 - *Teach Students How to Learn* presentation by Dr. Sandra McGuire (2017)
- Other Workshops and Reading Groups
 - Southeastern Writing Center Association – GA Spring Forum “Checking Your Online Privilege: Promoting Writers' Access and Agency in Online Settings!” (2021)
 - “Nice is Not Enough: Leveraging Effective Practices to Address Microaggressions in Higher Education” webinar hosted by UWG (2020)
 - Southeastern Writing Center Association – GA Fall Forum “Race and the Writing Center” (2020)
 - *Writing with Power* Reading Group hosted by FYW Department
- First Year Writing Professional Development Workshops and Meetings

EASTERN NEW MEXICO UNIVERSITY

- Voluntary Graduate Level Course Work
 - o Pedagogy of College Writing and subsequent final paper: "Heuristics and Purposeful Instruction: Teaching Discovery Through Composition" (2015)
- Other Workshops
 - o "Streamline Your Grading" (2014)

Service

UNIVERSITY OF WEST GEORGIA

- Presenter at the Community Engagement Activity "How We Teach" Workshop at UWG Newnan (2018)
- Innovations in Pedagogy Conference
 - o Applicant (Pending): Early Student Teaching Think Tank Panel (2021)
 - o Presenter: "Mindfulness: A Bridge to Student Success" (2019)
 - o Presenter: "Show Them You Care: Quick and Easy Teaching Strategies for Active Learning and Classroom Engagement" (2018)
 - o Member: Proposal Review Committee (2018, 2019)
- Member First Year Writing Committee (2021-2022)
- Academic Transitions Program Summer Fellow with On-Going Work with ATP (2019, 2020, 2021)
- Faculty Sponsor of panel of ENGL1102 students at UWG's Undergraduate Research Conference (2019, 2022, 2023)

- Member of Early Student Teaching Think Tank Committee (2021)
- Mentor for Graduate Student Teaching Assistant (2019)
- Member and Instructor for First Year Writing Grading Contract Pilot Program Team (2019-Present)
- Member and Instructor for English: Pathways of Integrated Curriculum Pilot Program (2018)
- XIDS Instructor
 - o Proposed and Instructed a Cross-Discipline, Writing Intensive Class "Wandering: A Search for Identity" (2019-2020); "Achieve Any Goal" (2021-2022); "WDYKA" (2023) "Challenge Expectations" (2024)
- University Writing Center Writing Consultant (2017-Present)
- Member of English Recruitment Initiatives Team (2019)

EASTERN NEW MEXICO UNIVERSITY

- English Department Representative, Preview Day (2016)

Professional Association Memberships

NATIONAL COUNCIL OF TEACHERS OF ENGLISH

Writing and Editing Experience

FREELANCE WRITER, Pinehurst, NC and Albuquerque, NM Feb 2008 – August 2014 **OWNER / FOUNDER**

Created, edited, promoted, and interpreted ideas and facts in written form for regional and national magazines, newspapers, online media, and company newsletters for businesses, magazines, and individual clientele. authored parenting and military lifestyle-centered articles that engaged, educated, and informed the general public at all levels; **achieved six consistent years of publication success** with magazines, and online publications.

- Created a broad range of consumer and business publications, humor essays, and online articles, taking

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client visions and crafting them into powerful documents or correspondence pieces.

- ☐ Served as guest blogger for *Motherlogue*, *Motherhood Muse*, and *Her War, Her Voice*; “**Raising Southerners**” essay published in highly competitive *Southern Journal* department of *Southern Living* magazine, March 2009.
- ☐ Editor of *Joint Special Operations Command (JSOC) Spouses' Newsletter*, an eight-page **quarterly publication distributed to 200+ subscribers** that provided information and resources that connect, grow, and empower the Ft. Bragg, NC JSOC military family.
- ☐ **Pitched idea and wrote monthly column** on relocation topics for *Montgomery Parent Magazine*. Edited *Missing in Action: Where Are the Air Force's Geographic Combatant Commanders?* a 96-page book published in 2012.

MILITARY SPOUSE MAGAZINE, Pinehurst, NC Jan 2009 – Dec 2013 **MONTHLY COLUMNIST / CONTRIBUTING WRITER**

Generated content for magazine, engaging and educating readers; regularly assigned feature articles based on increased reader demand and feedback.

- ☐ Authored 55+ general interest articles that touched on and targeted the challenges and demands of the military lifestyle.
- ☐ Singlehandedly **developed and authored a featured monthly column** featuring care package products and ideas for troops overseas and their families.
- ☐ **Introduced well-received editorial proposal** resulting in the amendment of 2011 Editorial Calendar, incorporating an entire issue based on the lifestyle of and relationships within military families. Collaborated with military-friendly businesses to publish valuable, detailed, and informative news briefs for use in featured columns.

OKLAHOMA STATE UNIVERSITY – ENGINEERING RESEARCH FIELD OFFICE, Eglin Air Force Base, FL Oct 1999 – June 2001 **PUBLICATIONS MANAGER / TECHNICAL WRITER**

Established and ensured consistent implementation of terminology and style in manuals. Coordinated with other departments to manage consistency within the user interface, release notes, training material, and user manuals.

- ☐ Coordinated **publication of internal and end-user documentation** identifying documentation deliverables and defining target audiences for those deliverables.
- ☐ Researched, wrote, and edited *Joint Munitions Effectiveness Manuals (JMEMs)* for Department of Defense (DOD) contractors.
- ☐ **Edited, authored, and compiled classified documents** for the Joint Technical Coordinating Group for Munitions Effectiveness while successfully meeting strict deadlines and collaborating with the division's editorial team; received and maintained a DOD secret-level security clearance with zero security violations.
- ☐ Wrote and maintained source files for technical publications, researched available information including technical specifications, and interviewed technical experts relevant to subject matter; **effectively conducted independent tests of technical features and software/documentation usability.**

Select Publications:

REGIONAL CONSUMER PUBLICATIONS:

Southern Living – Kansas City Parent – Pittsburgh Parent – Ann Arbor Family – Auburn-Opelika Parent – About Families – Baltimore's Child – Calgary's Child – Eastern Shore Parent – Irving Parent – Katy Parent – McKinney Kids – Montgomery Parent – North State Parent – Space City Parent – Staten Island Parent – Suburban Parent – San Diego Family – Toledo Area Parent

ONLINE PUBLICATIONS:

The Motherhood Muse, “Nature's Symphony” – AmeriForce.net

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MILITARY FAMILY PUBLICATIONS:

*Military Spouse Magazine – Joint Special Operations Command Spouses' Newsletter –
AmeriForce Publishing: Military Families – Reserve and National Guard – Military PCS-TDY Relocation Guide –
Military Finance*

Community Activities

OLD VICTORY CHURCH, Executive Council and Recording Secretary, Bowdon, GA