

Tonna Harris-Bosselmann

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- Education:** Georgia State University
MA in Applied Linguistics and Teaching English as a Second Language.
GPA: 4.0; received August, 1997.
Coursework: English Grammar and Pedagogical Grammar, Advanced Grammar/Discourse Analysis, Intercultural Communication, Second Language Acquisition, Approaches to Teaching ESL, Second Language Reading, Linguistics, Materials Design and Development, Philosophy of Language, Sound System of American English, People and Cultures of Middle America, Externship.
- Georgia State University
BA in Political Science with Spanish minor; graduated Cum Laude in March, 1993.
- Instituto de Estudios Internacionales
Seville, Spain: Major, Spanish;
Fall semester, 1990
- Experience:** **ESL Coordinator** **August 2005-present**
Gainesville State College
Gainesville, Georgia
Oversee and coordinate all ESL faculty and adjunct instructors. Recruit, train, and mentor new ESL instructors. Develop curriculum and create schedule of courses offered each semester. Advise and register students. Respond to all phone and email inquiries regarding ESL program. Select and place textbook orders. Coordinate with Continuing Education (CE) to create ESL courses and hire instructors. Administer placement tests to determine language level of college and CE students.
- ESL Instructor** **January 2003-present**
Gainesville State College
Gainesville, Georgia
Teach grammar/writing, reading, and pronunciation/communication to a diverse population of students as support for college-level courses or as preparation for college/university entrance. Responsible for syllabus and test design, curriculum development, lesson planning and student assessment.
- Director, Steps-to-College Program** **Summer 2006**
Gainesville State College
Gainesville, Georgia
In addition to coordinator duties below, worked with administrators from three participating school systems to develop curriculum for courses, participated in grant writing and other fundraising efforts for the program, and managed program budget.

Coordinator, Steps-to-College Program

Summers of 2003 – 2005

Gainesville State College

Gainesville, Georgia

Planned, organized and supervised 5-week academic program for over 100 high school ESOL students from northeast Georgia. Visited participating schools, recruited students and teachers, hired and trained classroom teaching assistants, assigned students to appropriate classes, acquired textbooks and other materials for teachers, created database, and coordinated every aspect of the program daily.

EFL Instructor

November 2001-August 2002

Berlin, Germany

Provided private one-on-one EFL lessons to German students and business people.

ESL Instructor

April 1998-October 1999

Friends of Goethe

Atlanta, Georgia

Taught ESL to small groups and individuals who were native German speakers. Courses included Business English, Conversational English, English for Acculturation Purposes, and American Culture. Responsible for needs assessment, textbook selection, course/curriculum design, lesson planning.

ESL Instructor

September 1997-May 1999

Georgia State University

Atlanta, Georgia

Taught all levels of structure and composition/grammar to a diverse population of students preparing for university entrance. Responsible for syllabus and test design, lesson planning and student assessment.

ESL Instructor

Summer 1998

Atlanta College of Art

Atlanta, Georgia

Taught oral communication and listening comprehension to students from Korea preparing for entrance into the college. Responsibilities included student assessment, course/curriculum design, lesson plans.

**ESL Instructor and
Homework and English Language
Program Coordinator**

September 1996-August 1997

Bridging the Gap Project

Atlanta, Georgia

As instructor, taught English for Citizenship and integrated-skills ESL to adult immigrants and refugees from Southeast Asia and Mexico. Provided homework assistance, remedial tutoring, and other after-school activities for children aged 4-16. Responsible for course/curriculum design, textbook selection, lesson plans, maintaining education portfolios for students. As coordinator, supervised ESL and Homework Assistance Program. Hired and trained peer counselors and ESL instructors for youth program, selected textbooks, structured program, oversaw maintenance of education portfolios, performed community outreach. A primary goal was to discourage children from gang membership; thus, duties often included family and individual counseling.

Event Coordinator**Summer 1996**

PB Promotions, Olympic Summer Games
Atlanta, Georgia

Served as event coordinator and tour guide for clients from Germany, France and North America. Coordinated all daily schedules including transportation to and from airport, housing, events, sightseeing, meals and entertainment for visiting groups. Facilitated communication and interpreted between clients and hosts.

Part-Time ESL Instructor**January-June 1996**

Latin American Association
Atlanta, Georgia

Taught oral communication, reading, and writing to adult immigrants from Mexico, Uruguay, Cuba, The Dominican Republic, Peru, Colombia, Chile, and Spain. Was responsible for syllabus design and lesson plans.

ESL Instructor**September 1995-June 1996**

Interactive College of Technology
Atlanta, Georgia

Taught oral communication, reading, and writing to adult immigrants and refugees from Vietnam and Haiti preparing for careers in technical fields. Responsible for syllabus design, lesson plans, and assessment of students.

Social Worker**1994-1995**

Gwinnett/Rockdale/Newton Counties
Developmental Disabilities Program
Lawrenceville, Georgia

Conducted initial interviews with English and Spanish speaking families to ascertain family's needs and concerns. Scheduled evaluations and referred clients to appropriate resources.

EFL Tutor**June-December 1993**

Darmstadt, Germany

Tutored German university students in conversational and written English.

Language Lab Assistant**1991-1992**

Georgia State University
Atlanta, Georgia

Tutored and assisted ESL and foreign language students.
Organized tape duplication service.

EFL Tutor**Fall 1990**

Seville, Spain

Tutored Spanish children and adults in conversational and written English and basic grammar.

Professional Development:

- Presented "Educating Undocumented Students in the United States." Perú TESOL Conference. Iquitos, Perú. August, 2006
- Received 2006 GATESOL Perú travel grant and appointed GATESOL-Perú TESOL liaison.
- Chair, Socio-Political Interest Group. GATESOL. 2006
- Presented "Educating the Undocumented." 30th Annual Learning Support Conference. St. Simon's Island, GA. April, 2006
- Published in GATESOL Digest, Vol 31, Issue 7: *Immigration Legislative Action Alert*. March, 2006.
- Co-Presented with Karen Peters, "Educating the Undocumented." Georgia TESOL Conference. Atlanta, GA. February, 2006.
- Faculty advisor for Students for a Progressive Society (SPS). Club's goal is to be socially and politically active to affect positive change in the community, country, and world. SPS has sponsored such events as the Veteran's Day Panel Discussion; Town Hall Meeting on Racism; Vegenergy: Biodiesel as alternative fuel; Angus Anderson: How People in the Middle East view the U.S.; Hurricane Katrina Relief Concert; Immigration Town Hall Meeting; and Professor Elizabeth Hancock Breast Cancer Fundraiser. Gainesville State College. Oakwood, GA. 2005 – present.
- Organized and presented at workshop, "ESL: An Overview of Placement based on COMPASS Scores." Gainesville State College, Oakwood, Georgia, December, 2005 and January, 2006.
- Co-presented with Delbert Greear, "Helping ESL and Developmental Reading Students with Word Problems." Learning Support Conference. Jekyll Island, GA. April, 2004.
- Research assistant to UGA doctoral student Spencer Salas: "Teaching and Learning the Five-Paragraph Essay in a Community College's Adult ESL Program." Participated in data collection, opened classes for observation, and discussed classroom methodology, teaching philosophy, GSC institutional requirements, and ESL program goals. January, 2004-May, 2006
- Reader during writing stage of *College Vocabulary 2*, by Chaudron Gille. Edited text, provided author with feedback, and field tested activities. 2003-2004.
- Presented "Cultural Sensitivity in the Workplace" for volunteer social workers. Lilburn, GA. June, 2003.
- Presented "Warning Signs of Gang Involvement." Bridging the Gap Program. Atlanta, GA. July, 1997.
- Published on World Wide Web: "Teaching the grammar of involved discourse in an adult ed ESL class: a resource module,"
<<http://www.gsu.edu/~wwwesl/issue1/tonna.htm>> December, 1996.
- Founding co-editor and co-designer of *Journal of English Grammar on the Web*,
<<http://www.gsu.edu/~wwwesl/jegw/index2.htm>> December, 1996.
- Presented at portfolio development workshop, Georgia State University. Atlanta, GA. June, 1996.
- Co-wrote and designed unpublished manuscript: *The Adult ESL Learner's Handbook*. May, 1996.

Computer Skills: Proficient in Windows95/98/2000/XP, a variety of word-processing programs, MS Outlook, e-mail, and internet usage. Experience with MS Access and Excel.

Other Training: Workshops on Diversity, Ethics, 21st Century Literacy, History and Culture of Gainesville State College, Disability Services, WebCT Vista Starter, Peer Counseling Training, Gang Awareness. Seminars on Developmental Disabilities, Seizure Management, CPR and First Aid.

Professional Affiliations: Teachers of English to Speakers of Other Languages (TESOL).
Georgia Teachers of English to Speakers of Other Languages (GATESOL).
Georgia Association of Developmental Educators (GADE).

Languages: Advanced German and Spanish, functional Italian.

Travel: Spain, Germany, Italy, France, Belgium, Holland, Luxembourg, Greece, Portugal, Switzerland, Austria, Czech Republic, Morocco, Mexico, Canada, Venezuela, Perú.

Areas of Interest: Grammar, Acculturation, Identity, Intercultural Communication, Social Justice

Hobbies: Travel, Dance, Music, Jogging, Photography, Poetry.

References:

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