

STEPHANIE MUÑOZ-NAVARRO

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Experienced, enthusiastic instructor with 15+ years of experience teaching Spanish/ESL. Specializes in creating a welcoming environment for students, conducive to language acquisition by means of relevant, meaningful opportunities for communication in the target language. Instructional methodologies follow the latest standards and guidelines as set forth by the American Counsel on the Teaching of Foreign Languages (ACTFL).

Professional experience:

Lecturer: Spanish Basic language Program at UIC 2012 – 2022

Senior Lecturer (promoted, Spring 2023) 2023 - present

- Taught all levels of Spanish (101 – 104) in the Spanish Basic Language Program
- Implemented communicative language teaching methods, using a fully task-based approach
- Engaged and motivated students through strategic lesson planning and creative use of supplemental materials
- Participated in student outreach programs and events
- Attended bi-annual professional development sessions, annual conferences; participated in PD webinars; trained in the World Readiness Standards for Learning Languages (ACTFL)
- Presented on various aspects of task-based language instruction at workshops for TA's at UIC and for instructors at other colleges
- Assessed students' performance and proficiency in all language skill sets
- Kept detailed records in Excel and published grades using Blackboard
- Taught multiple courses online during the Covid-19 pandemic; utilized all tools/features of Zoom, including breakout rooms, during online synchronous class sessions
- Completed 1-semester training course for online instruction offered by CATE at UIC

Lecturer: Minor in Spanish for the Professions Program at UIC 2022 – 2023

Senior Lecturer (promoted, Spring, 2023) 2023 - present

- Taught Legal Business Spanish I & II (Span 220 & Span 320)
- Adapted previous course syllabus to meet the needs of the current semester
- Set up Assignments, Tests, Discussion Forums and Lock Down Browser in Blackboard
- Conducted research into topics contained in course curriculum to reflect current trends and incorporated findings into class lectures and discussions
- Motivated students to conduct independent research
- Utilized Blackboard learning platform to grade online assignments, discussion boards, and essays, and to display grades for classroom presentations and discussions
- Initiated collaborative activities with UIC students and students at UNAM, Chicago

Visiting Lecturer of Spanish: Basic Language Program at UIC 2009 – 2012

- Taught multiple levels of Spanish (101 – 104)
- Performed duties previously listed

T.A. in the Hispanic Studies Program at UIC 2007 – 2009

- Taught Spanish in the Basic Language Program
- Completed coursework as a graduate student of Hispanic Literature

ESL Instructor: City Colleges of Chicago 2008 – 2021

- Taught multiple levels of ESL at basic level
- Taught ESL advanced / transition to college level
- Created engaging and relevant lessons and lesson plans using a variety of textbooks, supplementary resources, with emphasis on authentic materials
- Designed syllabi for all courses taught
- Utilized D2L/Brightspace platform to make available course materials, assignments and grades
- Completed 8 – 12 hours of professional development annually; attended bi-annual and other faculty / college-wide meetings
- Presented at professional development sessions for fellow instructors
- Participated in placement and registration for incoming students
- Encouraged and assisted students in applying for Gateway Scholars Program (transition to college)

Education:

University of Illinois at Chicago: *Master of Arts in Hispanic Studies* December 2010

Northeastern Illinois University: *Bachelor of Arts in Spanish* August 2007

Rock Valley College, Rockford Illinois: *Associate in Arts* May 2004

Honors and Awards:

McNair Scholars Program, Northeastern Illinois University May 2007

Honors Scholar, Northeastern Illinois University August 2007

Highest Honors, Rock Valley College May 2004

Special skills:

- Experienced user of multiple educational platforms (Blackboard, D2L / Brightspace, VHL)
- Skilled user of Excel, Word, Power Point, Google Drive, Google Docs & Slides

Languages:

- English (native)
- Spanish (fluent)