

Melanie S. Ruefli

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Education

GEORGIA STATE UNIVERSITY – Atlanta, GA

- ❖ **Master of Arts – Applied Linguistics/Teaching English as a Second Language** August 2001 - GPA 4.0
- ❖ **Post Baccalaureate Endorsement – K-12 Teacher Certificate (French, ESL)** December 2001 - GPA 4.0
- ❖ **Bachelor of Arts – French (Minor – Journalism)** August 1996 - GPA 3.9

Teaching Experience

GEORGIA INSTITUTE OF TECHNOLOGY – LANGUAGE INSTITUTE ESL Instructor: July 2010 – present

Courses taught:

IEP: Grammar, Writing, Speaking & Listening, Reading – levels 100-700

Short Courses/Special Purposes Track: Everyday Conversation, American Pronunciation, Grammar Basics, Reading Club, Improving Oral Skills, American Pop Culture, 21st Century Communication, Blogging for a World Audience, Interpersonal Communication

Responsibilities:

- Teach writing, reading, speaking, listening, grammar from beginner to advanced levels utilizing a variety of technology and following a student-centered approach
- Utilize Canvas LMS to organize course materials, monitor student progress, and support communication and collaboration
- Use technology to enhance learning, including Canvas LMS and textbook-based online platforms; continually learn and implement instructional technology in classroom activities and online teaching.
- Continually develop and design syllabi, materials, and assessment tools in line with department and institute mission
- Provide individualized tutoring for Georgia Tech student athletes and GTLI students
- Ensure students are informed about available mental health resources on campus
- Participate in and organize student-engagement and community-building events

GEORGIA PERIMETER COLLEGE ESL Instructor Fall 2002 – Spring 2011

Courses taught:

IEP: Academic English, Advanced Applied Grammar, Communication Skills 1 & 2, Applied Grammar1& 2, ESL Regents' Essay Preparation, ESL Regents' Reading Preparation

Responsibilities:

- Developed syllabi, materials, and assessment tools
- Incorporated technology in classroom activities
- Advised students; mentored new instructors; planned and implemented service-learning projects

International Teaching Experience

RAMKHAMHAENG UNIVERSITY – INSTITUTE OF INTERNATIONAL STUDIES ESL Instructor

2006/2008/2009/2010/2011 Bangkok, Thailand

Courses taught:

Teacher Training: Language in Communication (graduate level Pragmatics), Introduction to Linguistics, English Phonetics

ESL courses: Contemporary American Literature, American Bestsellers, English for Guides, Journalistic Writing

Responsibilities:

Delivered student-centered and engaging instruction

- Designed syllabi and assessment tools for all courses
- Maintained accurate student records
- Designed and conducted faculty workshops
- Advised and coached ESL teachers in training

Honors and Awards

- Center for Teacher and Learning ‘Thank a Teacher’ Certificate (Fall 2024)
- Division of Lifetime Learning Exceptional Performance Award (April 2024)
- Students’ Choice Teaching Excellence Award: Instructor’s ability to stimulate my interest in a subject matter”, GA Tech SmartEvals Award (Spring 2021)

Educational Innovations and Other Contributions

- Developed and implemented project-based learning (PBL) activities and assessments for multiple courses, especially 300 and 400 level courses (2023-2024)
- Integrated GA Tech Mental Health & Wellness materials into curriculum of several courses (W400, R400, R500) to promote student wellness initiatives (2023)
- Implemented scaffolded model for teaching mind-mapping to foster active reading skills for R500 (2022)
- Trained and served as an English tutor for student athletes (Athletic Department, 2020)
- Organized and led quarterly Kendeda Building Tours (2019-present)
- Co-developed curriculum for elective courses - *Service Learning* and *Blogging for a World Audience* (2014)

Presentations

Ruefli, M. (January 2025). *Project Based Learning, ChatGPT, and Folio*. GTLI Embracing Technology Faculty Workshop, Atlanta, GA.

Aberle-Grasse, M. & Ruefli M. (February 2017). *Sustainability in ESL*. IEP Mini Conference, Kennesaw GA.

Ruefli, M. & Shipp, Lorri (February 2016) *Creating a Blogging Class: Overview & Workshop*. IEP Mini Conference. Atlanta GA.

Kendrick, E. & Ruefli, M. (February 2008). *Asian Diaspora Communities in Latin America and the Caribbean*. Conference on the Americas, Clarkston GA.

Ruefli, M., Shorr, C., & Starrick, A. (March 2007). *Establishing Partnerships in Information Literacy Instruction* (Poster session). International TESOL Convention, Seattle WA.