

ZAHRA BAREZ

EDUCATION

1979 *Master of Arts in Education,*
University of Southern California,
California, United States

1975 *Master of Arts in Education,*
University of Tehran
Tehran, Iran

EMPLOYMENT

**September 2019-
Present** Full Time Instructor of Intensive English Program
American University of Kuwait

- Responsible for teaching the following courses and their assigned curriculum: Receptive and Productive Skills, Listening and Speaking II, Advance Grammar, English Obsession, and Presentation I, Presentation II, and Learning Lab II.
- Served as a committee member on the assessment committee.
- Served as a committee member on the committee of adjusting and changing course handbooks.

**September 2018-
August 2019** Part Time Instructor of Intensive English Program
American University of Kuwait

- Instructor for the IEP for the following academic courses: Grammar I, Presentation I, Learning Lab I, Presentation II, Listening and Speaking II, Advance Grammar, Extensive Reading II.

**May 2018-
August 2018** Part-time English Language Instructor
Kuwait Technical College

- Instructor for intermediate writing courses.

**August 1984-
August 2018** Full English Language Instructor at College of Education, College of Law, College of Arts and College of Engineering
Kuwait University

- Instructor for English language courses to students with all levels of English (low, intermediate and advanced). Kuwait University's course numbers: 090, 098, 110, 112, 141, 142.
- Served as *Department Coordinator at Kuwait University. Responsibilities included, but were not limited to:*
 - Designed and implemented department-wide course syllabus and lessons plans based on educational goals and learning objectives.

- Selected appropriate level grammar, reading, and writing lessons which were supplemented with quizzes and tests to prepare students for academic success.
- Provided educational materials: readings, quizzes, tests, and ideas/proposals for student projects
- Designed mid-term and final exams.
- Led, coordinated, and facilitated meetings with other course instructors to receive feedback and ensure educational materials and exams were in line with course goals.
- Content/curricula selection: responsible for selecting books and educational materials which were culturally and socially appropriate and academically suited to meet learning objectives and to ensure alignment with the curricula.
- Collaborated with Kuwait University's Evaluation and Measurement Office to ensure that all educational and testing materials were in line with Kuwait University's learning objectives.
- Developed and implemented "an induction plan for new hires" to make sure they were properly prepared and oriented, prior to teaching.
- While at Kuwait University, served as an Instructor of English language courses at:
 - Deanship of Community Service & Continuing Education
 - Institute of Banking Studies (IBS)
 - Kuwait National Guard in collaboration with the United States Military

PERSONAL INFORMATION

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