

PAUL A. SIMS

(405) 744-9430
simspa@okstate.edu

Stillwater, OK
linkedin.com/in/thePaulsims

EDUCATION, CERTIFICATION, AND TRAINING

Master of Arts, English – Emphasis: Teaching English as a Second Language (May 2017)

Oklahoma State University, Stillwater, OK

Creative Component: Make yourself at home: Supporting English-learning adult immigrants and their adjustments to various contexts

Master of Education – Emphasis: Adult Education (May 2014)

Auburn University, Auburn, AL

Graduate Certificate – Emphasis: Extension Educator (May 2014)

Auburn University, Auburn, AL

Graduate Certificate – Emphasis: Teaching English to Speakers of Other Languages (May 2012)

Auburn University, Auburn, AL

Bachelor of Arts, Communication – Journalism (Dec 1991)

University of Alabama, Tuscaloosa, AL

Minor: Human Resource Management

Preparing Online Instructors Course (Dec 2014)

Oklahoma State University Institute for Teaching and Learning Excellence, Stillwater, OK

Entrepreneurship Educator (May 2022)

Coalition on Adult Basic Education, Bradenton, FL

PROFESSIONAL INSTRUCTION EXPERIENCE

Business Communications Lecturer, *Oklahoma State University, Spears School of Business* Stillwater, OK (May 2018 – Present)

- Teach BCOM 3113 – Written Communication –F2F and online
 - Design and implement assignments and supplemental materials
 - Maintain digital course spaces with user-friendly navigation design
 - Assess and rate major assignments with specific, action-oriented feedback
 - Provide grades – and comments as needed – for homework assignments
 - Apply self-designed system to identify at-risk students
 - Perform mid-semester survey and adjust course for second half as practical
 - Respond promptly and purposefully to student communication
 - Keep students informed through regular announcements
 - Rated as “Communicative, prompt, professional, and caring;” course “improved my communication”

[F2F: August 2021 - present]

- Develop and execute student-centered messaging and activities for twice-weekly class meetings
- Offer frequent in-class workshop sessions for concentrated action on both theory and practice
- Deliver live, interactive quizzes regularly to identify and address knowledge gaps
- Remain available for in-person office hours

[Online: May 2018-present]

- Deploy pre-recorded lectures of self for weekly and longer-term assignments
- Lead and develop teaching assistant for this delivery method (as one is available)
- Prepare weekly update videos, often including guidance on how to complete assignments
- Participate in virtual office hours through GroupMe

Academic Services for Student-Athletes Writing Center Tutor, *Oklahoma State University*, Stillwater, OK (Jan – May 2018)

- Provided guidance for student-athletes’ writing in coursework and professional preparation
- Assessed needs in drop-in shifts with multiple clients, adapting advice to individual situations
- Offered in-depth support for clients in 1-to-1 appointment-based tutoring
- Paid special attention to building rapport with clients as whole people

Teacher, *English First*, Stillwater, OK (Dec 2017 – July 2021)

- Supply part-time, professional instruction to English language learners (ELLs) in group and 1-to-1 live, online sessions
- Engage multiple participants in dynamic, interactive group learning
- Offer tailored instruction in private lessons on subjects of the student's choosing

Lecturer, *Southwest Jiaotong University Emei*, Emeishan City, Sichuan, China (Sept 2017 – Oct 2017)

- Launched version of International Freshman Composition I for inaugural cohort in dual-degree program with OSU
- Adapted in-class communication, learning objective emphasis, and feedback to the context to maximize learning potential
- Prepared fellow lecturer to lead the class solo following my departure
- Coordinated logistical, scheduling, and course-related needs with local program staff to ensure strong communication
- Delivered overarching report detailing the instructional setting, logistics, and daily living to facilitate successful intercultural transitions for future cohorts

ADDITIONAL INSTRUCTION EXPERIENCE

International Teaching Assistant (ITA) Instructor, *Oklahoma State University*, Stillwater, OK

(Aug 2016 – May 2017)

- Designed and executed instruction to aid ITAs in the transition to U.S. classrooms
- Incorporated texts and audiovisual materials to support learning objectives
- Offered explicit improvement tips for oral presentations and visual aids
- Provided general feedback on written assignments
- Evaluated as “stress-free professor;” teaching was “enticing,” “clear,” and “understandable”

International Freshman Composition Instructor, *Oklahoma State University*, Stillwater, OK

(Aug 2015 – May 2017)

- Taught academic and research writing to ELLs through guided learning
- Selected relevant textbook passages, outside readings, and video for teaching
- Instructed mixed-nationality classes and one Chinese-only section
- Developed instructional screencast to explain document formatting
- Employed D2L as the primary source for instructional support
- Provided writing feedback through electronic comments on documents
- Assessed as a “friendly and approachable” teacher; “always willing to explain” difficult concepts

Graduate Research Assistant, *Oklahoma State University*, Stillwater, OK (Jan 2016 – May 2016)

- Received, as pre-service ITA instructor, program students to assess needs
- Provided appropriate resources and recommendations for improvement of pronunciation, intonation, visual aids, and teacher presence

Writing Center ELL Coordinator, *Oklahoma State University*, Stillwater, OK (Jan 2014 – Dec 2015)

- Initiated, designed, and implemented this pilot project to provide language development support to ELL parents at a local elementary school
- Coordinated regularly with school officials on space availability, childcare, technical matters, and other details
- Created weekly thumbnail lesson plans modified in concert with clients

Writing Center Consultant, *Oklahoma State University*, Stillwater, OK (Aug 2014 – Dec 2015)

- Tailored writing advice to individual situations for native-speaking and ELL clients
- Applied read-aloud to find errors, check cohesion, and build reading comprehension

Miller Writing Center Consultant, *Auburn University*, Auburn, AL (Jan 2012 – May 2014)

- Assessed writing needs and planning strategies to improve 1-to-1 consultations
- Guided writers in learning or sharpening idea generation, editing, and revising
- Served in the center's initial cohort of synchronous online tutors

ESL Program Adjunct Instructor, *Auburn University*, Auburn, AL (Apr 2013 – May 2014)

- Taught ELL listening and speaking, reading and vocabulary, and conversation skills
- Formulated instruction from provided texts and other sources for core classes

International Student English Center ESL Tutor, Auburn University, Auburn, AL

(Aug 2012 – Aug 2013)

- Conducted 1-to-1 sessions to gauge/address ELL needs across four skills
- Drew on both available printed resources and online materials to support learning
- Adjusted materials and instructional techniques to proficiency levels

SELECT PROFESSIONAL PRESENTATIONS

Sims, P. (2021, April). Language learning on Clubhouse: Lessons and observations from a technological frontier. Paper presented at the Oklahoma State University Spring Forum in TESL/Applied Linguistics, Stillwater, OK.

Sims, P. (2018, March). ‘No Thanks Needed:’ An Alabamian’s crash course on living and teaching in China. Paper presented at a session of the Oklahoma State University TESLing Student Association R+PD Series, Stillwater, OK.

Sims, P. (2017, April). Theoretical and practical examination of transformative learning in ESL settings. Paper presented at the Oklahoma State University Spring Forum in TESL/Applied Linguistics, Stillwater, OK.

Sims, P. (2013, November). Recognizing the tutee as fully human. Paper presented at the National Conference on Peer Tutoring in Writing (NCPTW), Tampa, FL.

PRIOR PROFESSIONAL EXPERIENCE

- **News Editor, *Starkville Daily News*, Starkville, MS**
- **Assistant City Editor/Starkville Bureau Reporter *The Commercial Dispatch*, Columbus/Starkville, MS**
- **Publications Coordinator, *Medical Association of the State of Alabama*, Montgomery, AL**
- **Staff Reporter, *The Sentinel*, Carlisle, PA**
- **Staff Writer, *The Daily Home*, Talladega, AL**
- **Staff Writer, *Fairhope Courier*, Fairhope, AL**

VOLUNTEER, LEADERSHIP, AND SUPPORT EXPERIENCES**Oklahoma State University**

- Department of Management – Management Committee on Pedagogy (October 2020 – Present)
- English Language Institute – Adjunct Instructor (Aug 2017 – March 2018)
- Family Resource Center – Volunteer Instructor (Jun 2017 – Aug 2017)
- High School Summer Academy – English Instructor (2016 and 2017)
- Spring Forum in TESL/Applied Linguistics – Steering Vice President (Jan 2017 – Apr 2017)
- TESL/Linguistics Student Organization (TESLing) – Vice President (Aug 2016 – Apr 2017)
- Department of English – Open-Source Textbook Committee (Jan 2015 – Dec 2016)

ORGANIZATIONS AND AFFILIATIONS

Phi Kappa Phi – Member

US Army Reserve/AL National Guard – Highest rank: Specialist – E4