

John E. Kotnarowski

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STATEMENT OF PROFESSIONAL INTEREST

Experienced, effective, and culturally sensitive, bilingual, university-level ESL/EFL teacher, teacher trainer, and material designer. Seasoned online instructor and materials/course designer (synchronous, asynchronous, and webinars/workshops). Committed to creating equitable and inclusive learning environments.

EDUCATION AND CREDENTIALS

- **Master of Arts in Teaching English as a Second Language (MATESL)**
University of Illinois at Urbana-Champaign, May 2014
- **Bachelor of Arts in History**
Bachelor of Arts in Philosophy
University of Wisconsin, Madison, December 2007, *Graduate with Distinction*
- **TEFL/TESL Certification (120 Hours)**
Centro de Educación Continua, Escuela Politécnica Nacional, Quito, Ecuador, October 2008

PROFESSIONAL & TEACHING EXPERIENCE

August, 2022 – present: Senior Lecturer & Course Specialist – Undergraduate Academic Writing, ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign

August, 2020 – present: Course Specialist – Undergraduate Academic Writing, ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign

- Manage materials development, curriculum, and curriculum websites for ESL 111, ESL 112, and ESL 115 (online and face-to-face)
- Lead weekly meetings for undergraduate instructors and provide online instructional support
- Perform teaching observations
- Mentor “Course Leader” TAs who assist in curriculum development, meeting, facilitation, and teacher training
- Create and deliver professional development workshops and experiences
- Co-editor of *Academic Writing for English Language Learners 2.0* (a free, comprehensive writing textbook for use by students in our UG courses, written, designed, and edited by ESL instructors)
- Lead on “eText” Committee charged with integrating the the *AWELL* eText into the existing undergraduate writing curricula, making necessary updates, collecting and analyzing survey data from students and instructors designed to improve quality of the book and its integration into the curricula
- ESL 112/115 Online Course Development Sub-team Coordinator charged with coordinating the online conversion of two F2F undergraduate writing courses
- Rhetoric Advisory Committee (Invited external member) (Spring 2022-present)
- Student Success Initiative Grant Review Committee (Invited by LAS Dean Dr. Venetria Patton, Spring 2023)
- **Additional Course Waivers:** Fall 2018 (for eText editing); Summer 2020 (for COVID Contingency planning work)

August, 2015 – present: Lecturer, ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign

- Developed materials for and taught:

Undergraduate Courses [Current Focus]

- ESL 111: Introduction to Academic Writing [F2F & Online Asynchronous]
- ESL 112: Intro to Academic Writing II [F2F & Online Synchronous]
- ESL 115: Principles of Academic Writing [F2F Only]

Graduate Courses

- ESL 511: Oral and Written Communication
- ESL 515: Introduction to Academic Writing

- ESL 592: Advanced Academic Writing with Independent Study Option (Thesis, Dissertation, and journal article writing; high population of STEM students)
- ESL 593: Advanced Presentation Skills
- ESL 512: Introduction to Academic Writing (Online)
- ESL 521: Written and Oral Business Communication (F2F & Online)
- ESL 504: English Pronunciation for ITAs
- Evaluated as “Highly Successful” by administrators of ESL program (Fall 2016, Spring 2017, Spring 2018, Spring 2022)
- Evaluated as “Recommended for Future Online Teaching” by administrators of ESL program (Spring 2019 & Spring 2021)
- Evaluated as “Outstanding” (top 10% of faculty) for Fall 2012, Spring 2013, Fall 2013, Spring 2014, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, and Summer 2021, Fall 2021, Spring 2022, and Fall 2022 by formal student course evaluations
- Twice Served as course leader for ESL 115: Principles of Academic Writing
- As course leader: supported the success of graduate Teaching Assistants (TAs) as a course-level team leader and model of professionalism and best practice in teaching strategies
- Led weekly level meetings and supported TAs in the materials development projects to ensure successful creation of new materials and lesson plans that aligned with program needs and objectives
- Conducted observations of program TAs and held post-observation conferences to provide encouragement and guidance when needed
- Assisted coordination staff with orientation activities (Fall and Spring)
- Served on “Rubric Norming” Committee to ensure the efficacy and utility of assignment rubrics for undergraduate classes within the ESL Writing Service Courses program
- Served on “EPT Re-Scaling” Committee to improve accuracy of placements determined by the English Placement Test (EPT)
- Served on “Assessment Committee” charged with updating and standardizing rubrics and major assignment documentation for Grad Business Courses.
- Served as a proctor for both oral and written elements of the UIUC English Placement Exam (EPT)
- Reviewed applications and served as a mock-interviewer for perspective Fulbright applicants on behalf of the UIUC National and International Scholarships Program

July, 2014 – July, 2015: U.S. Department of State English Language Fellow, Moscow, Russia (co-sponsored by Georgetown University)

Host Institution: Visiting Lecturer, National University of Science & Technology NUST MISiS

- Developed and taught academic writing courses for undergraduate students in Linguistics
- Developed and taught academic communication skills courses for graduate students in the Sciences
- Served as primary consultant for the development of the NUST MISiS Academic Writing Center (AWUC)
- Developed and delivered a series of intensive workshops on research paper writing to supplement an American studies course taught by a colleague
- Developed extensive materials for graduate-level EAP courses at host institution
- Served as invited workshop presenter, plenary and keynote speaker at more than ten local universities and regional conferences
- Developed and facilitated teacher training workshops for local teachers and colleagues at host institution
- Developed and facilitated in-country TEFL orientation for Fulbright English Teaching Assistants serving in Russia during the 2014-15 academic school year
- Conducted outreach trips to English Language Programs at universities around western Russia
- Provided extensive item revision and editing for English component of the *Russian National Unified Exam*
- Effectively managed a small (\$5,000) “Professional Activities Allowance” budget
- Partnered with various U.S. State Department-sponsored educational outreach services and organizations (including the “American Center – Moscow” and “Education U.S.A (Russia)”) to promote mutual understanding between the peoples of the United States and the Russian Federation

August, 2012 – May, 2014: ESL Writing Service Courses, University of Illinois at Urbana Champaign

2013 – 2014: Head Teaching Assistant (ESL 115)

- Taught English for Academic Purposes (EAP) writing class for international undergraduate and graduate students
- Co-taught seminars on EAP writing at the Beckman Institute for Advanced Science and Technology (Fall, 2014)

- Supported the success of other Teaching Assistants (TAs) as a course-level team leader and model of professionalism and best practice in teaching strategies
- Led weekly level meetings and supported TAs in the materials development projects to ensure successful creation of new materials and lesson plans that aligned with program needs and objectives
- Conducted observations of program TAs and held post-observation conferences to provide encouragement and guidance when needed
- Maintained one of five course websites used by program TAs through the simultaneous management of various technologies (MS Office Suite, Google Drive Suite, Camtasia, Audacity Audio Editing, Blogger, Wordpress, Prezi and Adobe Photoshop)
- Assisted coordination staff with orientation activities
- Participated on the ESL 115 Objectives Committee tasked with creating new unit and module objectives to better align individual lesson objectives with greater course expectations
- Promoted fellowship through active participation on the Head TA Social Events committee

2012 – 2014: Teaching Assistant

(Courses Taught: ESL 115, ESL 500, ESL 505)

- Taught dynamic, critically and creatively engaging English for Academic Purposes (EAP) writing classes for international undergraduate and graduate students through the use of best practice, technology-enhanced teaching strategies
- Gained extensive materials and curriculum development experience including designing new lesson plans and creating requisite lesson supplements
- Served as a proctor for both oral and written elements of the UIUC English Placement Exam (EPT)
- Gained experience teaching English for Specific Purposes (ESP) Business English classes (Summer, 2013)
- One-on-one tutoring experience in ESL grammar, pronunciation and conversation topics

September, 2008 – July, 2012: Centro de Educación Continua de la Escuela Politécnica Nacional, Quito, Ecuador

2011-2012 Academic Sub-Coordinator

- Charged with assuring the smooth operation and day-to-day function of the CEC-EPN language program's largest location
- Assisted with foreign teacher visa applications and visa renewals
- Fulfilled duties included exam proctoring, student enrollment, troubleshooting student/parent problems, liaising between students, teachers and other staff on questions of policy, conduct and grades, all in a bilingual environment
- Performed substitute duties when other instructors were absent
- Awarded certificate as *Evaluador del Premio Nacional de Calidad [Evaluator of the National Prize of Quality]*
- Worked effectively in Spanish and/or English-speaking environments including document translation services

2008-2012 EFL Instructor

- Taught English as a Foreign Language (EFL) four skills classes to students ranging in age from 15 to 50, varying in proficiency levels, with a focus on university students from the Escuela Politécnica Nacional (EPN)
- Consistently received excellent student evaluations while gaining concrete experience teaching EFL classes
- Consistently demonstrated exceptional inter-personal skills and the ability to see any project through to its completion

2010 – 2012: Mendoza y Tamayo, Quito, Ecuador

Translator

- Conducted English-Spanish document translation
- Made international phone calls for a small metal-working business located in Quito

PRESENTATIONS and WORKSHOPS

University of Illinois, Urbana-Champaign (Lecturer, ESL Writing Service Courses, Department of Linguistics)

Teaching Paraphrasing. (2015, August). Microteaching Demonstration. ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.

Kotnarowski, J. & Cooper, L. *Grading Student Writing Effectively and Efficiently.* (2015, September). Professional Development Seminar. ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.

The Big Deal About Small Talk. (2015, October). Workshop given as part of the "Academic Communication Skills Series". ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.

- Post-PowerPoint Presentations – Engaging Alternatives to the PPT.* (2015, December). International Student Preparatory Conference. ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.
- Sadler, R., Rosado, C., Kotnarowski, J. & Cooper, L. *Supporting ESL Students in a Mixed Composition Course.* (2016, April). Invited presentation. University of Illinois at Urbana-Champaign Department of English Rhetoric program.
- Kotnarowski, J. & Cooper, L. *Providing Feedback on Student Writing: A Dialogic Process.* (2016, August). Invited Presentation. University of Illinois at Urbana-Champaign Graduate Academy for College Teaching.
- Yan, X, Kim, H & Kotnarowski, J. *Performance or Placement: Revision of the Rating Scale for a Workshop-style Writing Placement Test.* (2016, October). Invited paper presentation. Symposium on Second Language Writing: Expertise in Second Language Writing. Arizona State University.
- Kotnarowski, J. & Cooper, L. *Efficient, Consistent and Transparent Grading with Rubrics.* (2017, January). Invited Presentation. University of Illinois at Urbana-Champaign Winter Graduate Academy for College Teaching.
- Arrigo, J. & Kotnarowski. *EPI Workshop Series.* (2017, January – February). Workshop series. University of Illinois at Urbana-Champaign Center for Innovation in Teaching and Learning.
- Kotnarowski, J. & Cooper, L. *Promoting Effective Group Work.* (2017, March). Professional Development Seminar. ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.
- Kotnarowski, J., Greenfield, A., & Zhang, J. *EPI Workshop Series.* (Fall 2017 – Present). Workshop series. University of Illinois at Urbana-Champaign Center for Innovation in Teaching and Learning.
- Yan, X, Kim, H & Kotnarowski, J. *Implementing a rater certification program for a post-admission ESL writing placement test.* (2017, June-July). Invited paper presentation. Symposium on Second Language Writing. Chulalongkorn University, Bangkok, Thailand.
- Kotnarowski, J. & Rosado, C. (2018, May). *Evolving Classrooms: Promoting Collaborative Language Learning in Computer Labs.* Invited Presentation. 18th CALICO Conference. University of Illinois at Urbana-Champaign.
- Yan, X., Kim, H., & Kotnarowski, J. (2019, March) *Transformative teacher-researcher partnerships in language assessment.* (2019, March). Symposium. Language Testing and Research Colloquium. Atlanta, Georgia.
- Kotnarowski, J. & Rosado, C. (2019, June). *Promoting mutually beneficial international exchange: Advocacy for international visiting scholars as a way to network between universities* (roundtable discussion). For Consortium on Graduate Communication, Summer Institute 2019. Arlington, VA.
- Kotnarowski, J. (2021, March). *Integrating media literacy into college writing courses* (Invited Panel Presentation). Alumni TIES Tech Camp Reconnect: Advancing Digital Citizenship through Media Literacy. Sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by World Learning.
- Kotnarowski, J. (2022, February). *Tips for conducting online writing conferences via Zoom.* *Midwest Association of Language Learning Technology 2022 Online Conference.*
- Kotnarowski, J. & Dold, C. (2022, April). *Engaging students with video.* Professional Development Seminar. ESL Writing Service Courses, Department of Linguistics, University of Illinois at Urbana-Champaign.
- Deeke, A., Kotnarowski, J., Feist, K., & Pennell, J. (2023, March). *Fostering interdisciplinary collaboration via lesson study: How librarians and ESL faculty partnered to improve one-shot library instruction sessions for international students.* [Contributed paper presentation]. Association of College & Research Libraries, ACRL 2023 Conference.
- Kotnarowski, J. & Pennell, J. (2023, June). *From “Writer’s Help 2.0” to “eText 2.0”: Considerations for creating & integrating electronic textbooks into a university language course.* Invited Presentation. CALICO 2023. University of Minnesota, Minneapolis.

Kotnarowski, J. *From Idea to Essay: Effective Strategies for Teaching Academic Writing*. (2016, October). Webinar. English Language Webinar Program: American English Webinar Series. Georgetown University and the U.S. Department of State.

Kotnarowski, J. *Animating your instruction: Using graphic novels and comics in the English language classroom*. (2019, May). Webinar. English Language Webinar Program: American English Webinar Series. Georgetown University and the U.S. Department of State.

Kotnarowski, J. (2020, July). *Classmates As Language Learning Allies: Pair Work and Group Work Activities That Encourage Student-to-Student Interaction*. Webinar. American English Webinar Series. Georgetown University and the U.S. Department of State.

English Language Fellowship, Moscow, Russia (Senior Lecturer, Department of Foreign Languages and Literatures, National University of Science and Technology MISiS)

Principles and Best Practices in EFL Instruction. (2014, September). Fulbright ETA Program. Invited teacher training workshops. Moscow, Russia.

Motivation and Language Learning. (2014, October). Invited plenary presentation. “Facing Challenges in the Changing World”, Moscow English Language Teacher’s Association (MELTA) 10th Anniversary Conference. Moscow, Russia.

Promoting Coherence & Cohesion in EAP Writing: Helping Students to Write Clearly. (2014, November). Invited keynote address. “Current Problems in Linguistics & FLT: Ways and Methods of their Solution”. Bauman Moscow State Technical University Linguistics Department. Moscow, Russia.

Three Techniques for Promoting Cohesion in Academic Writing. (2014, November). Invited workshop presentation. “Internationalization in the Context of Higher Education”. National University of Science and Technology NUST MISiS. Moscow, Russia.

Promoting Coherence in Academic Writing: Helping Students to Write Coherently. (2014, December). Invited workshop presentation. National Research University “Higher School of Economics”. Moscow, Russia.

Promoting Coherence in Academic Writing. (2014, December). Invited workshop presentation. Moscow Institute of Physics and Technology. Moscow, Russia.

Best Practices in EFL Teacher Training: Lesson Planning and the Importance of Objectives. (2015, January). Invited workshop presentation. “English Language Fellows Mid-Year Conference”. Antalya, Turkey.

Promoting Critical Thinking Skills through Art Appreciation. (2015, January). “Making English Come Alive” International Conference. Antalya, Turkey.

Teaching Writing Communicatively: Principles and Practice. (2015, February). Invited workshop presentation. Smolensk Winter Methodology School. Smolensk, Russia.

Ordering the Chaos: Embracing a Process Approach to Writing. (2015, February). Invited workshop presentation. “Seminar on Diversity”. Northern Arctic Federal University. Arkhangelsk, Russia.

The Importance of Tolerance in the Language Learning Classroom. (2015, February). Opening remarks. “Seminar on Diversity”. Northern Arctic Federal University. Arkhangelsk, Russia.

Hedging in Academic English Writing. (2015, April). Invited workshop presentation. National Research University “Higher School of Economics”. Moscow, Russia.

Getting Students to Write with Fun, Communicative Activities. (2015, April). Invited lecture. Moscow English Language Teacher’s Association (MELTA) “Pedagogical Marathon”. Moscow, Russia.

The Cultural Element of Communication. (2015, April). Invited lecture. National Association of Teachers of English (NATE-Russia) “21st International Conference: Inspire and Aspire: Towards New Teaching Horizons”. Ural State Pedagogical University. Yekaterinburg, Russia.

Culture and Communicative Competence. (2015, April). Invited lecture. Seminar: “Innovations in EFL: Methods, Assessment and Reflection”. Kazan Federal University. Kazan, Russia.

Best Practices for Teaching Academic Writing. (2015, May). Invited lecture. Conference: “Teaching Language and Culture in the Multicultural World”. Tula State Lev Tolstoy Pedagogical University. Tula, Russia.

Kotnarowski, J. & Rosado, C. *On the Importance of Academic Integrity*. (2015, May). Invited workshop. National University of Science and Technology NUST MISiS. Moscow, Russia.

University of Illinois, Urbana-Champaign (Teaching Assistant, ESL Writing Service Courses, Department of Linguistics)

Semantic Prosody: Towards a More Intuitive Construct Definition. (2014, April). Poster presentation. SLA Symposium. University of Wisconsin, Madison.

Co-presenter, *Academic Writing Seminar Series*. (2014, Fall). Beckman Institute for Advanced Science and Technology. Urbana, Illinois.

Centro de Educación Continua de la Escuela Politécnica Nacional, Quito, Ecuador

How to Engage Students Critically and Creatively. (2011, July). “Summer Camp for English Teachers” (Sponsored by the U.S. Embassy, Quito). Riobamba, Ecuador

PUBLICATIONS

As (co-)author

Kotnarowski, J. (2017). The business of building bridges and walls. *Smile Politely*.
http://www.smilepolitely.com/opinion/the_business_of_building_bridges_and_walls/

Kotnarowski, J. & Rosado, C. (2020). Picking teams: A communication decision-making game. In U. Nurmukhamedov & R. Sadler (Eds.). *New Ways in Teaching With Games*. Alexandria, VA: TESOL Press.

Rosado, C. & Kotnarowski, J. (2020). Descriptions with international “Guess Who?”. In U. Nurmukhamedov & R. Sadler (Eds.). *New Ways in Teaching With Games*. Alexandria, VA: TESOL Press.

Yan, X., Kim, H. and Kotnarowski, J. (2021). *The development of a profile-based writing scale: How collaboration with teachers can enhance the assessment practice within a post-admission ESL writing program*. In L. Lanteigne, C. Coombe and J.D. Brown (Eds.). *Issues in Language Testing Around the World: Insights for Language Test Users*. (2021). New York, NY: Springer.

Kotnarowski, J. (2022). *Rhetorical Analysis*. In R. Sadler, J. K. Pennell and J. Kotnarowski (Eds.). *Academic Writing for English Language Learners 2.0*. Urbana-Champaign, IL: eText at Illinois.

Deeke, A., Kotnarowski, J., Feist, K., & Pennell, J. (2023). *Fostering interdisciplinary collaboration via lesson study: How librarians and ESL faculty partnered to improve one-shot library instruction sessions for international students*. [Contributed paper]. Association of College & Research Libraries, ACRL 2023 Conference.

As editor

Sadler, R., Pennell, J.K., and Kotnarowski, J. (Eds.). *Academic Writing for English Language Learners 2.0*. (2022). Urbana-Champaign, IL: eText at Illinois.

HONORS, AWARDS & RECOGNITIONS

- Awarded LAS Student Innovation Grant (\$25,000) for the creation of a new, free, eText for the Illinois ESL Undergraduate Writing Courses (May 2022)
- LAS Impact Award – Recognizing Inspiring Efforts During COVID-19 (University of Illinois at Urbana-Champaign) (April 2021)
- Awarded “English Language Programs Training of Online Trainers” Certificate (August-September 2020)
- Invited participant in the Alumni TIES Tech Camp Reconnect Seminar: Advancing Digital Citizenship Through Media Literacy (March, 2021)
- Awarded English Language Fellowship (Moscow, Russia; AY 14-15) by Georgetown University & U.S. Department of State

- Awarded English Language Specialist contracts (Fall 2016, Spring 2019, & Summer 2020) by Georgetown University & U.S. Department of State
- Awarded Course Waiver (Spring 2019) from UIUC Linguistics Department (to assist in the completion of the *Academic Writing for English Language Learners* eText)
- Selected to participate in the Huazhong Agricultural University Summer English Communication Program (Summer 2017) (sponsored by the Chinese Ministry of Education and the Ohio State University)
- Awarded UIUC Scholars Travel Fund grant, Fall 2016 (\$750), Spring 2018 (\$300) and Spring 2019 (\$650)
- Grant Recipient, “Academic Communication Skills” workshop series (\$300) (Fall 2015)
- Awarded “Graduate Teacher Certificate” and “Teacher Scholar Certificate” by the UIUC Center for Innovation in Teaching & Learning
- Recipient of TEFL Certificate from CEC-EPN/Cambridge University Press TEFL Program

PROFESSIONAL AFFILIATIONS & EXTRACURRICULAR ACTIVITIES

Ohio State University

- Huazhong Agricultural University Summer English Communication Program Instructor (Summer 2017)

English Language Fellow – Moscow, Russia

- U.S. Department of State Bureau of Educational and Cultural Affairs International Exchange Alumni
- Education U.S.A (Russia) – Competitive College Club
- American Center – Moscow: Teacher to Teacher Workshop Facilitator
- National University of Science and Technology NUST MISiS International Friendship Club - Conversation partner

English Language Specialist

- American English at State

University of Illinois – Urbana-Champaign

- Member of the Consortium on Graduate Communication
- Member of CALICO (2017-18, 2021-present)
- Member of the Midwest Association of Language Learning Technology (2021-present)
- Past member of TESOL International Association (2013-2015)
- Volunteer ESL instructor, The International Academy, Champaign, IL (Spring 2014)

University of Wisconsin – Madison

- Member of Wisconsin Union Directorate Music Committee
- Member of Phi Alpha Theta History Honor Society
- Member of Undergraduate History Association

Centro de Educación Continua de la Escuela Politécnica Nacional, Quito, Ecuador

- Volunteer Warden, U.S. Embassy, Quito, Ecuador (2011-2012)

RELEVANT COURSEWORK

TESL Courses: *Introduction to TESL Methodology, English Phonology and Morphology for TESL, Language in Social Interaction I, Topics in Second Language Studies: TESL Practicum, Theoretical Foundations of Second Language Acquisition, Linguistics for Language Teachers, English Grammar for ESL Teachers, Task-Based Language Teaching, Second Language Reading and Writing, Seminar on Technology for Language Teachers, Principles of Language Testing, Seminar on Classroom Language Assessment*

Illinois Online Network (ION): *Online Learning: An Overview; Foundations of Accessibility*

Language Skills

Native American English speaker

- **Spanish:** Advanced
- **French:** Basic
- **Russian:** Beginner

References and performance evaluations available upon request