

Tasha Telles, M.A.

**English Instructor
Stretch English Faculty
Honors Faculty**

Profile

A writing instructor with extensive experience in writing, research and curriculum design. Motivated, dedicated, enthusiastic, creative, and extremely goal-oriented individual with a proven track record of providing outstanding assistance and instruction within an educational environment. She can provide a supportive, consistent, and positive direction inside and outside of the classroom.

As someone who has always had a passion for learning, rhetoric, writing and literature, being an English Instructor complements both my skills and personality. I am an enthusiastic educator and writer. I am passionate about teaching, designing, and composing courses and curriculum, research, and writing. My ability to engage with students, assist them in grasping the material and connect it to real-world experiences and demands is not only a career that I enjoy, but the outcomes I strive for every day I am in the classroom.

Objective

As I continue to develop as an instructor, adapting to the changing classroom, student needs, and technical advances available to us, my desire to change environments persist. New places and new people bring new perspectives and opportunities for growth in my career that is both a personal and developmental need.

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El Mirage, AZ 85335

Education

Northern Arizona University
Flagstaff, Arizona

Master of Arts, English, December 2011

Northern Arizona University
Flagstaff, Arizona

Bachelor of Arts, Interdisciplinary Studies- Enterprise in Society, December 2009

Career History

English Instructor
Arizona State University,
DPc
Phoenix, Arizona
College of Integrative
Sciences & Arts
Aug. 2016 - Current

Courses Taught:

WAC 101_Writing Across
the Curriculum
ENG 101_First-Year
Composition
ENG 102_English
Composition: Research &
Writing
ENG 105_Adv. First-Year
Composition
ENG 301_Writing for the
Professions (oCourse)
ENG 102_English
Composition: Research &
Writing (iCourse)
ENG 216_Persuasive
Writing Public Issue

- Provide classroom and/or online instruction in English.
- Effectively organize and prepare learning activities for assigned courses in accordance with created and established syllabi.
- Evaluate and record student performance/achievement on a regular basis and provide regular student feedback.
- Create an environment of learning through effective teaching skills, maintain student-centered focus, and update curriculum to keep current and relevant to industry standards.
- Utilize a variety of teaching strategies and encourage active learning.
- Uses and experienced with technology and various learning systems for communication to engage in curriculum, and collaborative learning with students; to include Blackboard and Canvas.
- Interact positively with diverse student populations; provide all students with equal opportunities for learning.
- Demonstrate a commitment to the industry, maintain knowledge and skill relevancy through continuing education and training.
- Conduct ongoing development, assessment, and revision of curriculum that reflects innovative and inclusive pedagogy and advances in the field of English.
- Work collaboratively with other faculty to develop appropriate curriculum for the WAC program that reflects diversity of student experience, including underrepresented and underserved students.
- Create positive learning environment for diverse students, faculty and staff using diverse teaching methods to support and enhance student success.
- Develop, monitor, and assess student learning outcomes.
- Advise and mentor students, including those from underrepresented and underserved groups and serve as a resource for faculty colleagues and staff.
- Engage in scholarly activities that complement and inform teaching.
- Mentor and assist adjunct faculty teaching English or similar disciplines.
- Develop innovative programming, curricula, and pedagogy that incorporate program and general education learning outcomes.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Instruct students for whom English is a second language.
- Adapt and transition to a fully-immersed online environment due to a COVID19

**AP Reader/Scorer
The College Board &
Educational Testing
Service – Online Scoring
June 12-17, 2021**

Courses Read:
English

- Evaluate and record student performance/achievement on assignments based on rubric provided.
- Used the Online Scoring ONE to score, collaborate, and practice scoring/evaluating.
- Interact positively with Leader and Peers.
- Demonstrate a commitment to the industry, maintain knowledge and skill relevancy through continuing education and training.
- Work collaboratively with other faculty to develop appropriate scoring practices.
- Monitor and assess my scoring outcomes with other faculty, the leader, and myself for consistency.
- Advise and mentor peers.
- Adapt to a fully-immersed online environment due to a COVID19

**English Instructor
Arizona State University
Tempe, Arizona
Glendale, Arizona
Upward Bound -TRIO
May 2019 – June 2019
May 2018 – June 2018
May 2017 – July 2017**

Courses Taught:
English
Reach English - junior
Pre-Bridge English _senior

- Provide classroom and/or online instruction in English for High School Students.
- Assist in developing, assessing, and analyzing program outcomes for program improvement and enhanced student learning.
- Collaborate with faculty from other disciplines to develop and offer integrative learning experiences.
- Work collaboratively with other faculty to develop appropriate curriculum for the TRIO program that reflects diversity of student experience, including underrepresented and underserved students.
- Create positive learning environment for diverse students, faculty and staff using diverse teaching methods to support and enhance student success.
- Develop, monitor, and assess student learning outcomes.
- Advise and mentor students, including those from underrepresented and underserved groups and serve as a resource for faculty colleagues and staff.
- Interact positively with diverse student populations; provide all students with equal opportunities for learning.
- Attend weekly academic meetings.
- Arrange for appropriate assistance for academic mentoring/tutoring.
- Track student attendance, academic standing and maintain a file of student writings over the course of the summer.
- Serve as a liaison and advocate for students by providing recommendations and references for college.
- Instruct students for whom English is a second language.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Provide classroom instruction in Writing.

**Academic Director &
Writing Instructor
Clemente Course in the
Humanities: Phoenix
Veteran's Initiative
& Banard College
Phoenix, Arizona
Nov. 2015 – Nov. 2016**

Courses Taught:
Writing

- Assist in developing, assessing, and analyzing program outcomes for program improvement and enhanced student learning.
- Collaborate with faculty from other disciplines to develop and offer integrative learning experiences.
- Work collaboratively with other faculty to develop appropriate curriculum for the Clemente program that reflects diversity of student experience, including underrepresented and underserved students.
- Develop, monitor, and assess student learning outcomes.
- Track student attendance, academic standing and maintain a file of student writings over the course of the summer.
- Serve as a liaison and advocate for students by providing recommendations and references for college.
- Advise and mentor students.
- Develop academic calendar.
- Assist in recruiting faculty.
- Maintain a database of student contact information, syllabi, and calendar, faculty, etc.
- Coordinate monthly academic meetings.
- Coordinate and implement professional development for faculty.
- Coordinate faculty activities and oversight of course standards.
- Assist in recruiting and retaining students.
- Arrange for appropriate assistance for academic mentoring/tutoring.

**Faculty Associate
Arizona State University
Tempe, Arizona
College of Integrative
Sciences & Arts
Writers' Studio
Jan. 2016 – May. 2016**

Courses Taught:
ENG 102_English
Composition: Research &
Writing

- Provide online instruction in English.
- Effectively organize and prepare learning activities for assigned courses in accordance with established syllabi.
- Evaluate and record student performance/achievement on a regular basis and provide regular student feedback.
- Interact positively with diverse student populations; provide all students with equal opportunities for learning.
- Create an environment of learning through effective teaching skills, maintain student-centered focus, and update curriculum to keep current and relevant to industry standards.
- Utilize a variety of teaching strategies and encourage active learning.
- Uses and experienced with technology and various learning systems for communication to engage in curriculum, and collaborative learning with students; to include Blackboard and Canvas.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Instruct students for whom English is a second language.
- Provide classroom instruction in English.

Adjunct Faculty
Estrella Mountain
Community College
Avondale, Arizona
Aug. 2015 – May. 2016

Courses Taught:
ENG 102_English
Composition: Research &
Writing
ENG 101_First-Year
Composition

- Effectively organize and prepare learning activities for assigned courses in accordance with created syllabi.
- Evaluate and record student performance/achievement on a regular basis and provide regular student feedback.
- Interact positively with diverse student populations; provide all students with equal opportunities for learning.
- Create an environment of learning through effective teaching skills, maintain student-centered focus, and update curriculum to keep current and relevant to industry standards.
- Utilize a variety of teaching strategies and encourage active learning.
- Uses and experienced with technology and various learning systems for communication to engage in curriculum, and collaborative learning with students; to include, Canvas.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Instruct students for whom English is a second language.

Faculty Associate
Arizona State University,
DPc
Phoenix, Arizona
College of Integrative
Sciences & Arts
Aug. 2015 – Dec. 2015

Courses Taught:
ENG 102_English
Composition: Research &
Writing

- Provide classroom instruction in English.
- Effectively organize and prepare learning activities for assigned courses in accordance with created syllabi.
- Evaluate and record student performance/achievement on a regular basis and provide regular student feedback.
- Interact positively with diverse student populations; provide all students with equal opportunities for learning.
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**Admissions
Representative
Art Institute of Pittsburgh
Phoenix, Arizona
Online Division
May 2014 – Aug. 2015**

- Accurately and completely explain educational programs, expected outcomes, student services, and financial consideration to students, parents, and educators.
- Manage inquiries to achieve prompt contact and performance activity weekly goals.
- Utilize approved recruitment policies/formats; make prompt and effective contact with inquiries and redirect unqualified candidates based upon incompatible career goals.
- Secure new inquiries by directly asking phone and in-person contacts about referrals of others to contact that may be interested in programs offered.
- Schedule and conduct interviews, pursue qualified candidates for enrollment, and determine appropriateness of candidates for admission based upon career goal compatibility.
- Accurately forecast projected new students on a periodic basis for Campus Admissions Head.
- Consistently conduct follow-up meetings to ensure successful matriculation.
- Assist other personnel and departments with data collection and problem solving.

**Clerk of the Superior
Court
Maricopa County Superior
Court
Phoenix, Arizona
Criminal Division
Oct. 2013 – Apr. 2014**

- Provided customer service and assistance to judicial officers, law enforcement personnel, and others.
- Assisted in creating the criminal court, 24-hour, docket for Initial Appearance hearings.
- Maintained an additional amount of clerical/office duties including scanning, faxing, answering phones, data entry.
- Worked closely with Maricopa County Detention staff to coordinate defendants in and out of court.

**Adjunct Instructor
Central Arizona College
Coolidge, Arizona
Jan. 2012 – Dec. 2013**

Courses Taught:

ENG 102_English
Composition: Research &
Writing
ENG 101_First-Year
Composition
ENG 100_Developmental
Writing
ENG 090_Developmental
Writing
ENG 121_Technical Writing

- Provide classroom, iTV, hybrid, and/or online instruction in English.
- Effectively organize and prepare learning activities for assigned courses in accordance with created and established syllabi.
- Evaluate and record student performance/achievement on a regular basis and provide regular student feedback.
- Create an environment of learning through effective teaching skills, maintain student-centered focus, and update curriculum to keep current and relevant to industry standards.
- Utilize a variety of teaching strategies and encourage active learning.
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Professional Development

- Antiracist Teaching Assessment Practicum Program (ATAP) (inaugural cohort)
December 2021 (ongoing through December 2022+)
Arizona State University, College of Integrated Sciences and Arts (CISA)
- (Attended) Dismantling Systemic Racism in Higher Education: An Unfinished Project
February 2021, Arizona State University's Faculty Women's Association
- (Attended) Racism in the Margins
February 2021, University of Connecticut, UCONN Writing Center
- (Presented) Intervening Voices: Exploring Pedagogical Approaches to Inclusion
Unveiling and Contesting Monolingualism in and Through our Teaching
March 2021 – College of Integrated Sciences and Arts, Arizona State University
DEISJ Monthly Discussions
Co-Presented with Dr. Imge Ornali – *How can epistemic injustice scholarship help us understand our own biases while teaching?*
- (Attended) Faculty Diversity, Equity, Inclusion, and Social Justice (DEISJ), Faculty Annual Review (FAR)
Workshops
April 2021, Arizona State University, College of Integrated Sciences and Arts (CISA)
- (Attended) First Year Writing in New College and CISA Workshop
June 2021, Arizona State University, College of Integrated Sciences and Arts (CISA)
- (Attended) Best Practices Working with a deaf student
December 2020, Arizona State University, Student Accessibility and Inclusive Learning Services, Deaf/Hard of Hearing Student Accommodations
- (Attended) DEISJ Brown Bag series: Allyship Is A Verb: Exploring Allyship in the Academy
November 2020, Arizona State University, College of Integrated Sciences and Arts (CISA)
- (Attended) African American Language, Black Women & The Teaching of Writing
November 2020, The Center for Literacy + Comparative Studies, University of Maryland
- (Attended) Introduction to Human Trafficking
November 2020, Arizona State University, McCain Institute
- (Attended) First-Gen Zone Conference
November 2020, Arizona State University
- (Attended) Sync Essentials
August 2020, Arizona State University

(Attended) Sync Classroom Faculty Experience (Type B & Type C)
August 2020, Arizona State University

(Presented & Attended) Western States Rhetoric and Literacy Conference (WSRL)
November 2018, Matter and Mattering, Las Cruces, NM
○ Presented: *Crafting Identities of Digital Mattering*

(Attended) Master Class for Teaching Online
October 2017, Arizona State University
Certificate of Completion awarded 29 November 2017

(Attended) Conference of College Composition and Communication (CCCC)
March 2017, Cultivating Capacity, Creating Change, Portland, OR

(Attended) Faculty Annual Review (FAR) Workshop,
December 2016, Arizona State University, College of Integrated Sciences and Arts
(CISA)

Recognizing and Understanding Veteran Disabilities inside the Classroom of West Valley Vet
Center
Peoria, AZ - January 2016
○ Organized and attended training for Clemente Instructors for professional
development for working with Veteran students.
○ Established and maintained community partnerships.

(Attended) Conference on College Composition and Communication (CCCC)
March 2013, The Public Work of Composition, Las Vegas, NV

Professional Organizations

Faculty Women of Color Caucus, Member March 2021
National Center for Faculty Development and Diversity (NFDD), Member 9 August 2018
National Council of Teachers of English (NCTE), Member 2017-2018
National Council of Teachers of English (NCTE), Member 2013-2014

Teaching Awards

Recognition for Teaching and Dedication, Arizona State University
Upward Bound, Summer 2017

Recognition for Teaching and Dedication, Clemente

Veteran's First, & The Inaugural Class of the Phoenix Veterans Initiative, July 2016

Sun Award, Arizona State University

College of Integrated Sciences and Arts, October 2016