

Tracey S. McGee

Illinois Institute of Technology | Lewis College of Science and Letters
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EDUCATION

MA in Linguistics, Concentration: Teaching English as a Second Language, Northeastern Illinois University

Graduate Certificate: Non-Profit Management, Illinois Institute of Technology

BS in Mass Communication, Middle Tennessee State University

ACADEMIC APPOINTMENTS / TEACHING EXPERIENCE

Teaching Professor, Illinois Institute of Technology, Chicago, Illinois, *effective AY 2022*
Senior Lecturer, 2017-2022

Courses Taught:

- HUM 601 - Teaching Assistant Seminar – Introduction to the U.S. Higher Education Classroom (fall 2021, spring 2022, fall 2022)
- IEP 086 - Academic Preparation for University Success (spring 2021)

Director, English Language Services, 2014-present

- Oversee all aspects of Illinois Tech’s English language programs for international students
- Determine strategy and implement plans and policy around international students’ English language requirements
- Partner with faculty and staff departmentally and across the university to create, deliver, and maintain engaging, high-quality English language programs and courses

Program Director, Professional Communication Advancement (PCA) Program *for* Stuart School of Business, 2010-14

- Developed and managed the PCA program; served over 1,500 students since program’s launch August 2010
- Hired, trained, and supervised including classroom observations; course evaluations; course and instruction revision; and ongoing assessment and feedback
- Designed process for assessment and placement in the areas of listening, speaking, academic writing, business writing, and pronunciation
- Developed and modified course curricula, textbooks, and materials for all PCA courses
- Evaluated overall program each semester for reporting purposes and for ongoing improvement of the program
- Analyzed initial assessment results to determine students’ required sequence of courses; assessed ongoing and final assessment results to modify students’ requirements

Program Manager, International Certificate Program, 2007-10

- Hired and supervised faculty for the program
- Determined ESL strategy for program, including creating and modifying courses and curricula and designing and offering ESL seminars to university community

- Advised students on academic and cross-cultural issues
- Coordinated all aspects of admissions, housing, registration, orientation, and program completion for international certificate students
- Managed internship program for international certificate students
- Recruited students internationally in China, South Korea, and Japan

Program Coordinator, Curriculum Developer, ESL Instructor, 2006-07

Accord Consulting Services *for* Professional Learning Programs

- Planned and taught multi-level communicative ESL classes for certificate students
- Coordinated all operations of the program
- Assessed students for admissions and initial class placement
- Reviewed textbooks and curriculum for ESL classes; designed curriculum for the program's ESL writing classes
- Developed assessment tools for incoming students; assessed students in listening and speaking as a certified administrator of the Best Plus

ESL Instructor, Literacy at Work ESL Instructor, Tutor Trainer, 2005-06

Literacy Chicago, Chicago, IL

- Instructor daily multi-level ESL classes
- Taught advanced vocabulary class weekly
- Developed curriculum and materials for initial launch of Literacy at Work program
- Taught Literacy at Work ESL students on-site at their workplace
- Conducted training workshops for new volunteer tutors in the ESL tutoring program

English Trainer, 2004-07

Cartus, Chicago, IL

- Designed and taught individual communicative ESL classes to international expatriates

PRESENTATIONS

Increase Program Visibility While Supporting and Empowering International Teaching Assistants, TESOL International Convention, Pittsburgh, PA, March 2022.

Language Assessment for Placing Newly Matriculated Multilingual Students, TESOL International Convention, Pittsburgh, PA, March 2022.

United We Stand: Collaborating with Your Network to Raise Awareness, TESOL International Convention, Pittsburgh, PA, March 2022.

Transitioning Back to In-Person Instruction and Experiencing yet Another New Normal, MyTESOL Lounge Live Discussion Facilitator, webinar, June 2021.

Administering Placement Tests Remotely, Invited Speaker, EnglishUSA webinar, May 2021.

TESOL Program Administration Interest Section (PAIS) Informal Chat Series: Duolingo English Test, webinar, May 2021.

Eye on Illinois: IEPs in COVID-19, Invited Speaker, International Educators of Illinois (IEI) Collegial Talk, webinar, April 2020.

Through Thick and Thin: Takeaways from IEPs that have Survived and Thrived, Invited Speaker, EnglishUSA Stakeholders Conference, Washington, DC, October 2019.

Third-Party Pathway Programs, Table Topics Facilitator, EnglishUSA Stakeholders Conference, Washington, DC, October 2019.

Validating Your English Language Program on a University Campus, TESOL International Convention, Atlanta, GA, March 2019 and EnglishUSA Professional Development Conference, San Francisco, CA, January 2019.

Increase Enrollment: Build Program Visibility on a Limited Budget, TESOL International Convention, Chicago, IL, March 2018.

PROFESSIONAL SERVICE

Board of Directors Nominating Committee, EnglishUSA, 2020

Co-Chair (elect/chair/past chair), Program Administration Interest Section, TESOL, 2019-22

Committee Member, Chicago International Educators Roundtable, 2021-present

Community Manager, Program Administration Interest Section, TESOL, 2022-present

PROFESSIONAL AFFILIATIONS

Chicago International Educators Roundtable, 2015-present

EnglishUSA, 2016-present

Illinois Teachers of English to Speakers of Other Languages-Bilingual Education (ITBE), 2005-present

International Educators of Illinois (IEI), 2016-present

NAFSA, 2017-20

Network of IEP Directors (NIEP), 2018-present

Teachers of English to Speakers of Other Languages (TESOL), 2009-present