

# Myra G. Moses

## EDUCATION

**PhD in Curriculum and Instruction;** December 2012  
North Carolina State University; Raleigh, NC

**MS in Technical Communication;** December 2002  
North Carolina State University; Raleigh, NC

**BA in English;** May 1995  
North Carolina State University; Raleigh, NC

- North Carolina Teaching Fellow

## EXPERIENCE

**Coordinator for Curriculum Development; Shelton Leadership Center; NC State University**  
August 2010-Present; Raleigh, NC

- Develop and implement civic engagement and leadership development programs with university partners (e.g., public schools, corporations, community organizations)
- Design and adapt curriculum to be used in Center's civic engagement and leadership development programs
- Train university faculty in leadership development areas
- Teach classes at graduate and undergraduate levels
- Supervise service-learning and professional development mentoring projects
- Facilitate national and local grant programs
- Coordinate with experts in specialized curriculum areas and evaluation and assessment
- Develop face-to-face and online training for national mentorship program that focuses on setting and attaining career development goals through an ongoing 360° feedback and evaluation process
- Develop face-to-face and online training for Project YES college interns as part of a national grant to implement leadership, lifeskills, and STEM curriculum with military youth
- Interface with national partners to ensure program integrity and relevance to clients
- Conduct national site visits to coordinate with interns and national partners
- Incorporate professional development into on-the-job training with Project YES interns
- Facilitate the online learning environment for the Project YES interns and the other project staff
- Support design and implementation of values-based leadership development programs (that focus on personal integrity, professional ethics, and selfless service) with executives, military personnel, educators, and youth
- Support design and implementation of collegiate and high school leadership development outreach programs
- Interface with Center staff in areas such as budgeting, evaluation and assessment, and mentoring
- Incorporate technology/multimedia components into training and curriculum

**Program Director Learning to Teach, Learning to Serve; SCALE (Student Coalition for Action in Literacy Education); UNC-Chapel Hill**

September 2009 – July 2010; Chapel Hill, NC

- Facilitated national service-learning grant from Learn and Serve America
- Coordinated interactions with faculty from 12 subgrantees (NC institutions of higher education)

- Designed and implemented research study of a 3-year Learning to Teach, Learning to Serve project
- Coordinated presentation and publication strategy for dissemination of project outcomes
- Conducted service-learning teacher development trainings
- Supervised graduate research assistant

**Associate Director; *Center for Excellence in Curricular Engagement (Service-learning Center); NC State University***

July 2006-May 2009; Raleigh, NC

- Shared responsibility with the Director to develop and implement programming related to curricular engagement and service-learning (including faculty development and support, student leader training and mentoring, community partnership processes, course and program assessment, scholarship, fund-raising, and collaboration with units across campus)
- Managed the Center's budget – worked with Director to develop yearly budget; oversaw Administrative Assistant's processing of budget items; coordinated with other campus departments and financial staff on budget issues
- Supervised Center's full-time staff (Program Coordinator & Administrative Assistant)
- Supervised the Center's part-time staff members (including students)
- Developed internal and external documents for the Center (Annual Report, brochures, publicity materials)
- Planned and facilitated Center Advisory Council meetings
- Facilitated Center staff meetings
- Developed and co-taught service-learning classes with students who were learning to teach
- Co-taught class to train Alternative Service Break trip leaders to develop their leadership skills in many areas as they plan and lead international and domestic service trips
- Served as advisor for international trips to Ecuador, Dominican Republic, Mexico and worked with trip leaders and community partners while in-country
- Created and maintained Center's website
- Coordinated event planning for all major Center events
- Facilitated office procedures and developed staff processes
- Managed technical aspects of electronic conversion of "Learning through Reflection" tutorial
- Developed faculty training materials
- Developed student, faculty, & reflection leader guidebooks
- Conducted workshops for faculty and students

**Trainer and Instructor;**

***Shelton Leadership Center; NC State University***

Summers 2006-2009; Raleigh, NC

- Developed curriculum to instruct high school students in leadership and service principles
- Coordinated with non-profit organizations to develop service projects for the students
- Trained adult and college-age instructors to work with high school youth attending camp
- Developed training materials to use with instructors
- Served as adult instructor to teach project management skills to youth returning to the camp for a second year
- Supervised students as they plan and implement a week-long service project

**Lecturer in Professional Writing; English Department; NC State University**

August 2004-December 2008; Spring 2013; Spring 2014; Raleigh, NC

- Taught "Business Communication for Engineering and Technology" (classroom, hybrid, and online sections)

- Collaborated with program director and other instructors as part of pilot program to deliver ½ of technical writing classes online
- Developed online curriculum modules for department as part of video grant project

### ***Administrative Duties***

Faculty Newsletter Advisor for NC State STC Chapter's *Technically Speaking*; 2003-2008

- Collaborate with student Newsletter Editor to publish newsletter
- 2003-2004 – “Newsletter of Merit Award” in International STC Competition
- 2004-2005 – “Newsletter of Excellence” & “Most Improved for Student Chapter” awards
- 2005-2008 – “Newsletter of Excellence” Award each year

Professional Writing Textbook Committee

- Evaluated and recommended textbooks for departmental adoption

### **Special Projects Coordinator; Service-Learning Program; NC State University**

October 2001-June 2006; Raleigh, NC

- Co-researcher in multi-pronged research / scholarship agenda, including the following projects:
  - “Integrating reflection and assessment to improve and capture student learning”
  - “Learning through Reflection” tutorial development project
  - “Shifts in perspective and practice associated with counter-normative pedagogies (service-learning, distance learning, inquiry-guided learning)”
- Supervised technical aspects of electronic tutorial - “*Learning through Reflection*”
- Developed faculty training materials
- Developed student, faculty, & reflection leader guidebooks
  - *Service-Learning Program Faculty Associates’ Guidebook*
  - *Service-Learning Program Reflection Leaders’ Guidebook*
  - *Service-Learning Program Student Guidebook*
- Conducted workshops for faculty and students
- Co-taught Reflection Leader training class “Reflective Learning Through Service”
- Managed technical aspects of electronic conversion of “Learning through Reflection” tutorial
- Created service-learning website
- Created and maintained websites for service-learning faculty using WebCT

### **Visiting Lecturer in Professional Writing; English Department; NC State University**

January 2003-July 2004; Raleigh, NC

- Taught Communication for Engineering and Technology
- Taught Communication for Business and Technology
- Conducted weekly discussions for professor teaching English Literature

### **Graduate Teaching Assistant; English Department; NC State University**

August 2000-December 2002; Raleigh, NC

- Taught Communication for Engineering and Technology
- Taught Communication for Business and Technology
- Conducted weekly discussions for professor teaching British Literature

### **Writing Consultant; Granville County Schools**

July 1999 - October 1999; Granville County, NC

- Facilitated workshops for junior-high and high school English teachers
- Focused on writing process with emphasis on revision/editing

**English Teacher; South Granville High School**

January 1997 - June 1999; Creedmoor, NC

- Chaired English Department
- Represented English department on Faculty Administrative Team
- Taught 9<sup>th</sup>-12<sup>th</sup> grade English
- Interviewed potential new teachers
- Served as Literary Magazine Advisor
- Published student writings and artwork using PageMaker
- Handled finances and fundraising

**English Teacher; East Lincoln High School**

August 1995 - January 1997, Denver, NC

- Taught 9<sup>th</sup> and 10<sup>th</sup> grade English
- Taught remedial reading comprehension courses

**PUBLICATIONS**

Ash, S.L., Clayton, P.H., & Moses, M.G. *Learning through Critical Reflection: A Tutorial for Students in Service-Learning*. 2009.

Book Chapter: Moses, Myra G. & Steven B. Katz. "The Phantom Machine: The Invisible Ideology of Email." *Intersections of Power: Cultural Studies and Technical Communication*. Editors, Bernadette Longo & Blake Scott. Series on Technical and Scientific Communication. Editor, Jim Zappen. SUNY Press. 2006.

Clayton, P.H., Ash, S.L., Bullard, L.G., Bullock, B.P., Moses, M.G., Moore, A.C., O'Steen, W.L., Stallings, S.P., & Usry, R.H. Adapting a core service-learning model for wide-ranging implementation: An institutional case study. *Creative College Teaching*. Vol 2, Spring. 2005

Conference Proceedings: Day, Myra G. & Edward F. Gehringer. "Educators and Pornography: The 'Unacceptable Use' of School Computers." *ISTAS '02: Social Implications of Information and Communication Technology Proceedings*. Raleigh, NC: IEEE 2002 International Symposium on Technology and Society. June 8, 2002. 340 – 344.

**CONSULTING / CONTRACTING**

Consulting Instructor. Contractual Education and Partnership Development; McKimmon Center for Extension and Continuing Education; NC State University; Raleigh, NC (Ongoing)

- Serve as consulting instructor to work with corporate clients in areas of instructional design, project management, professional communication, and training
- Support clients in developing employee training and development
- Develop and implement ongoing evaluation processes for training and development programs

Writer/Developer. Curriculum Jury Review Process Contract, North Carolina 4-H. 2013.

- This project involves developing and documenting the process that state 4-H agents and volunteers will use to vet curriculum they wish to use to ensure it meets state standards.

Writer. Inquiry-Based Learning Methods Contract, National 4-H Council. 2012. Amy Chilcote (Project Coordinator)

- This project involves developing training modules for 4-H volunteers around the topic of facilitating inquiry-based learning. The contract requires facilitation of 4 online webinars and development of 7 online modules:
  - Module 1: *Introduction to Inquiry-based Learning*
  - Module 2: *Assessing Inquiry-based Learning Curriculum and Participant Roles*
  - Module 3: *Adapting Curriculum to Implement an Inquiry-based Learning Approach*
  - Module 4: *Instructional Design Part I: Basic Steps to Get Started*
  - Module 5: *Instructional Design Part II: How to Build Scope and Sequence*
  - Module 6: *Instructional Design Part III: incorporating Standards & Benchmarks*
  - Module 7: *Instructional Design Part IV: The Value of Evaluation*

National 4-H Conference. Washington, DC. March 2012.

- Invited to train teen leadership team in online session regarding how to implement interactive team-building activities with youth at conference
- Invited to conference to train leadership team and help prepare/implement team-building, leadership activities with large group

Wake County Young Men and Women Leadership Academies, 2012

- Worked with team from Shelton Leadership Center to assist staff at academies in planning and implementing “leadership into practice” components of curriculum

Project SHINE (based at Temple University, Philadelphia, PA):

- Production of Resource Guide on Service-Learning, May 2006 – May 2008
- Facilitation of multiple sessions at national meeting, October 2006

Jumpstart (based in Boston, MA):

- Production of Resource Guide *Integrating Service-Learning*, January 2006-May 2008
- Facilitation of multiple sessions at national training Institute, February 2006
- Invited to facilitate multiple training sessions at national Leadership Institute January 2007

University of Vermont: Multi-day visit, including three workshops, September 2005

Center for Service and Learning (CSL): Co-facilitated workshop on reflection in service-learning; IUPUI. September 2005

Center for Service and Learning (CSL): Demonstrated electronic tutorial; IUPUI. July 2005

Montclair State University, New Jersey: Multi-day visit including “Service-Learning 101” day-long Institute for new service-learning faculty and “Integrating Reflection and Assessment to Enhance Student Learning and Critical Thinking” day-long Institute for veteran service-learning faculty, May 2005

## CONFERENCE / WEBINAR PRESENTATIONS

Webinar. National Institute of Food and Agriculture (NIFA). August 2014.

- Co-presenter, “National Impacts of Project YES”

Webinar. National 4-H Leadership Conference Training. March 2014. Washington D.C.

- Presenter, “Working as a Leadership Team.”

4-H Military Partnership Meeting. February 2013. Washington D.C.

- Co-presenter, “Enhancing Youth’s Leadership and Resiliency Skills.”

NEAFCS Conference. September 2012. Columbus Ohio

- Co-presenter, “Project Y.E.S! : Building a Youth Development Model through Critical Reflection and 360-Degree Evaluation.”

Association of Leadership Educators Conference. July, 2012. Key West, FL.

- Co-presenter, “Project Y.E.S! : Building a Youth Development Model through Critical Reflection and 360-Degree Evaluation.”

4-H Military Partnership Meeting. February 2012. Phoenix, AZ.

- Presenter, “Integrating the DEAL Reflection Model into Project YES Events”

NYLC’s 21<sup>st</sup> Annual National Service-Learning Conference. March 2010. San Jose, CA.

- Co-presenter: “Learning to Teach, Learning to Serve: 12 NC Universities Inspiring Innovative Practice among Future Teachers.”

Gulf-South Summit on Service-Learning and Civic Engagement through Higher Education. March 2010. Athens, GA.

- Presenter: “Connecting to Place Through Analysis of Audience, Purpose, and Context.”

Lilly Conference on College and University Teaching. February 2010. Greensboro, NC.

- Co-presenter, “Learning to Teach, Learning to Serve: Promoting Diversity Awareness for Pre-Service Teachers through Service-Learning.”

Learn and Serve America Grantee Training. October 2009. Washington, DC.

- Co-presenter, “Meaningful Evaluation of Service-Learning: Identifying and Measuring Community Impacts.”

NC-ACTE 27<sup>th</sup> Annual North Carolina Teacher Education Forum. September 2009. Raleigh, NC.

- Co-presenter, “Learning to Teach, Learning to Serve (LTLS): 12 NC Teacher Education Programs Implementing Service-Learning: Lessons Learned.”

P.A.C.E. Conference. NC Campus Compact. February 2009. Elon, NC.

- Co-presenter, “Community Engagement as a Shared Developmental Journey.”

11<sup>th</sup> Annual Association for the Advancement of Educational Research (AAER) Conference. October 2008. Stuart, FL.

- Presenter, “Evaluating Diversity Learning Outcomes: An Analysis of the Impact of Service-Learning Projects Involving Diverse Populations on Undergraduate Attitudes and Understanding.”

NC Campus Compact. 10<sup>th</sup> Annual Service-Learning Conference. February 2008. Elon, NC.

- Co-presenter, “Approaches to Designing and Enhancing Service-Learning Opportunities.”

AAC&U Conference on Co-Creating Pathways to Student Scholarship: A Developmental Trajectory of Experience, Reflection, Research, and Scholarship. April 2007. Long Beach, CA.

- Co-presenter, “The Student as Scholar: Undergraduate Research and Creative Practice.”

Read.Write.Act. National Conference. SCALE (Student Coalition for Action in Literacy Education). November 2006. UNC-Chapel Hill, NC.

- Co-presenter, “Service-Learning: Reclaiming and Assessing Reflection.”

Invited co-presenter, Students as Colleagues Institute, November 2006. Bentley College, MA.

6<sup>th</sup> Annual International Conference on Service-Learning Research, October 2006. Portland, OR.

- Preconference workshop: “Integrating Reflection and Assessment to Deepen Student Learning and Advance Faculty Scholarship”

2<sup>nd</sup> Annual Service Learning Symposium, June 2006. Cullowhee, NC.

- Co-presenter: “Enhancing Student Leadership Roles through Institutional Partnerships”

International Conference on Civic Engagement & Service-Learning, National University of Ireland at Galway, June 2005. Galway, Ireland.

- Co-presenter, “Student Leadership in Service-Learning: A Powerful Developmental Trajectory for Undergraduates”
- Co-presenter, “Shifts in Perspective and Practice Associated with Service-Learning”
- Co-presenter, “Integrating Reflection and Assessment to Enhance Student Learning”

AAC&U “Pedagogies of Engagement Conference,” April 2005: Bethesda, Maryland

- Co-presenter: “Transitioning from Traditional to Engaged Pedagogies”

Gulf South Summit on Service-Learning and Civic Engagement, April 2005. Cocoa Beach, Florida.

- Co-presenter: “Creating and Evaluating Reflection Products through an Electronic Tutorial”

4<sup>th</sup> Annual International Conference on Advances in Service Learning Research, October 2004. Greenville, SC.

- Co-presenter: “Shifts in Perspective and Practice: Investigating the Counter-normative Nature of Service-Learning”
- Co-presenter poster session: “Integrating Reflection and Assessment to Enhance Personal, Civic, and Academic Learning Outcomes”

AAHE Assessment Conference, June 2004. Denver, Colorado

- Co-presenter pre-conference workshop: “When What You Say Isn’t What They Do: The Development of Formative and Summative Assessment Strategies to Help Guide Teaching and Learning.”

35<sup>th</sup> Annual NCSTA Professional Development Institute, November 2003. Greensboro, NC.

- Co-presenter: “Integrated Service-Learning Project.”

3<sup>rd</sup> Annual International Conference on Advances in Service Learning Research, November 2003. Salt Lake City, Utah.

- Co-presenter: “Development of Tools for Formative and Summative Assessment of Service-Learning Reflection Products”
- Panelist: “Results of a Multi-Institutional Research Agenda Using A Guided Reflection Rubric”

AAHE “Learning to Change” Conference, March 2003:

- Co-presenter: Community of Practice on “Student-Faculty Partnerships in Teaching and Learning” Washington, DC.

International Symposium on Technology and Society (ISTAS'02) Social Implications of Information and Communication Technology. June 2002. Raleigh, NC

- Co-presenter, “Educators and Pornography: The ‘Unacceptable Use’ of School Computers.”

4<sup>th</sup> Annual NCCV SL Institute. February 2002. Elon, NC.

- Co-presenter, “WebCT: Distance-learning Technologies in Service-Learning.”

## **LOCAL PRESENTATIONS**

Faculty Development Workshop “Critical Reflection in Service-Learning: Generating, Deepening, and Documenting Learning Challenges, Strategies and Activities.” Duke University. September 2009.

Teaching and Learning with Technology Summer Institute, May 2006. NC State University. Raleigh, NC

- “Building Success with Shared Online Resources.” Etta Barksdale, David Covington, & Myra Moses.

Presentation: *CRD 809: Colloquium in Communication, Rhetoric, and Digital Media*. Myra G. Moses & Steven Katz Dept. of English: "The Invisible Ideology of Email." October 2005.

Kenan Fellows Program (K-12 teachers). Kenan Institute for Engineering, Technology, and Science

- Workshop co-facilitator: “Facilitating Learning Through Reflection on Experience,” June 2002

## **LICENSURE**

State of North Carolina Class A Teaching License (English), 1995-2005



## REFERENCES

**Dr. Mike Davis**

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North Carolina State University  
Campus Box 7401  
223 McKimmon Center  
Raleigh, NC 27695  
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