

Curriculum Vitae  
**Amber Leigh Norwood**  
818.599.4574 | [LinkedIn](#) | [Digital Portfolio](#)

**SUMMARY:**

College educator of writing and Instructional Designer with experience and demonstrated excellence in teaching composition, technical writing, business communication, and creative writing in traditional and smart classrooms, and in hybrid and online sections. Creator and developer of eLearning content for students and faculty. eLearning Ambassador for Faculty Development. CSU-Quality Learning & Teaching Assessor. Credentialed Effective College Educator by the ACUE. Pushcart-nominated and anthologized poet. Frequent presenter at Faculty Professional Development Workshops. Author of university-funded eText, *Getting it Right: A Professional Approach to Rhetorical Communication*.

**EDUCATION:**

California State University, Northridge. 1996 – 1998, 2002 – 2007

*Master of Arts in English, 2007, Awarded with Distinction*  
*Emphasis: Creative Writing*

*Baccalaureate Degree of Arts in English, 2004*  
*Emphasis: Creative Writing*

California State University, Fullerton. Degree to be awarded in May 2023.

*Master of Science, Instructional Design and Technology*  
*Emphasis: Post-Secondary Education Course Design & Accessibility*

**PROFESSIONAL EXPERIENCE:**

<u>Part-Time Faculty</u>	California State University, Northridge, 18111 Nordhoff Street, Northridge CA 91330	<u>2007 – Present</u>
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*Faculty in Stretch Composition, Upper Division Composition, Business Communication and Creative Writing Teaching Pools*

English 308: Narrative Writing. Emphasis on short fiction writing and building a writerly community. Detailed instruction and discussion of elements of craft. Full class group workshops, culminating portfolio and aesthetic statement.

English 306: Report Writing. Emphasis on rhetorical modes and audience awareness. Utilized student-facilitated full-class workshop in addition to peer reviews.

English 305: Intermediate Expository Composition. Emphasis on rhetorical modes and audience awareness. Utilized student-facilitated full-class workshop in addition to peer reviews.

English 208: Creative Writing. Introduction to the craft of creative writing. Instruct students in creative non-fiction, narrative, poetry, and drama. Small group workshops and culminating portfolio.

Curriculum Vitae  
**Amber Leigh Norwood**

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**PROFESSIONAL EXPERIENCE (Continued):**

English 205: Business Communication in its Rhetorical Contexts. Emphasis on critical thinking, information competency and rhetoric in the context of business. Participated in course development.

English 115: Approaches to University Writing. Responsible for planning and instructing Projects and Progressions. Emphasis placed on rhetoric, critical reading, summary, analysis, argument, visual and media literacy.

English 155: Freshman Composition. Emphasis placed on rhetoric and the written argument, critical thinking, critical reading and visual and cultural literacy. Taught sections in conjunction with Supplemental Instruction program. Coordinated curriculum with supplemental instructors and directed them in lesson planning for peer-facilitated study sessions.

English 098: Developmental Writing. Emphasis placed on rhetorical modes, particularly the written argument and text analysis. Emphasis also in critical thinking, critical reading and cultural literacy.

University 100: The Freshman Seminar. Emphasis on critical thinking, information competency, personal well-being and study strategies.

Honors Cohort: Course restricted to students enrolled in G.E. Honors Program. Developed lesson plans to reflect additional attention to analysis and synthesis of course materials to a broader context.

Exploratory Cohort. Responsible for conferring with other instructors in cohort to synchronize lesson plans and activities with student course work in Sociology course.

Humanities Cohort. Responsible for conferring with other instructors in cohort to synchronize lesson plans and activities with student course work in Humanities

Pre-Business Cohort. Responsible for conferring with other instructors in cohort to synchronize lesson plans and activities with student course work in Composition and Music.

<u>Part-Time Faculty</u>	Southern New Hampshire University	<u>2017 - Present</u>
	2500 N. River Road, Hooksett, NH 03106	
<i>Faculty in Creative Writing, Composition, and Business Communication Teaching Pools</i>		

English 340: Context of Writing: Writers/Publishing. Study of creative writing and publishing industry. Facilitated weekly online discussions that developed understanding of craft, genre, and the publishing Industry. Provide detailed and timely feedback on student assignments in the workshop forum, on pieces outside of workshop, a query letter and a professional pitch.

English 226: Introduction to Creative Writing. Instruction in Creative Nonfiction, poetry, short fiction, and screenwriting. Regular participation in discussion forums inviting reflection on genres, writing strategies and clarity of purpose and voice. Provide detailed and timely feedback on student assignments including a polished draft in a genre of their choice.

Curriculum Vitae  
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**PROFESSIONAL EXPERIENCE (Continued):**

English 220: Business Communication. Worked with students of all ages and abilities. Brought practical application and real-world scenarios to students in discussion forums, encouraging connection from classwork to student experience. Provided detailed and timely feedback on student assignments including a professional interview presentation.

English 123: English Composition II. Use multiple learning management systems. Emphasis on research skills and strategies and the reliability of sources. Provided detailed and timely feedback on student multiple drafts of student assignments of a final researched paper. Multiple phone conferences with students.

English 122: English Composition I. Use multiple learning management systems. Emphasis on critical reading, analysis, and the structure of an essay. Provided detailed and timely feedback on student multiple drafts of student assignments of a final critical analysis paper. Multiple phone conferences with students.

Part-Time Faculty

Ventura College  
4667 Telegraph Road, Ventura CA 93003

2007 – 2008

English V01: Freshman Composition. Instruct curriculum in “smart” classrooms and computer lab. Emphasis placed on rhetoric and the written argument, critical thinking, critical reading and visual and cultural literacy.

English V02: Developmental Writing. Instruct curriculum in “smart” classrooms and computer lab. Emphasis placed on all rhetorical modes, in critical thinking, critical reading and cultural literacy. Additional emphasis placed on computer competency.

Part-Time Faculty  
2007

Moorpark College

August 2007 – December

7075 Campus Road, Moorpark CA 93021

English M1A: Freshman Composition. Emphasis placed on rhetoric and the written argument, critical thinking, critical reading and visual and cultural literacy.

Writing Consultant

California State University, Northridge,  
18111 Nordhoff Street, Northridge CA 91330

2005-2007

*Learning Resource Center.* Provide one-on-one writing and study strategy consultations with students from across the disciplines. Instruct students with passing the Upper Division Writing Proficiency Exam. Lead workshops for the CBEST exam.

Teaching Associate

California State University, Northridge

2005 – 2007

English 155: Freshman Composition.

Curriculum Vitae  
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**TECHNICAL SKILLS:**

Articulate Storyline. Canvas, Brightspace, D2L, Moodle Learning Management Systems. H5P. Google Suite. SCORM. Microsoft Office Suite. Adobe Express. Canva. Lucidchart. Powtoons. Storyboarding. Experienced using SAM and ADDIE Instructional Design Processes. Quality Learning & Teaching (QLT Rubric). Faculty Development. Peer Reviewing and Training. Course Design. Course Implementation and Facilitation. Lesson Planning and Curriculum Development.

**INSTRUCTIONAL DESIGN EXPERIENCE**

Instructional Designer University of California, Los Angeles January, 2023-Present

Instructional designer on content simplification team for the STAND Grand Depression Challenge, working on a series of mental health support modules. Attend meetings with clinicians, animators, and other experts to write copy, create assessments, and streamline user experience.

**PROFESSIONAL ACTIVITIES:**

Editor, WAVES California State University, Northridge 2018 -Present

Oversee and direct merger of two long-standing university publications, *New Voices* and *Wings*, into one anthology of all campus First-Year Writing. Hire and supervise graduate student assistants. Run online submissions of student work. Work with publisher regarding sales, online component of publication, sales, and funding. Coordinate with Department Chair regarding funding.

eLearning Ambassador California State University, Northridge March 2020 - Present

Assist colleagues with distance learning best practices and strategies, and to assist emergency transition to remote teaching in response to Covid 19 campus closures.

Assessor: Quality Learning and Teaching Instrument California State University System March 2020 - Present

Assess online class classrooms using the CSU's QLT Instrument, which provides quality assurance for hybrid and online courses. Trained to evaluate courses in 57 areas across 10 subsections and recommend actions for achieving Best Practices in online teaching.

Member, Steering Committee. Academic First-Year Experiences California State University, Northridge Spring 2023 - Present

Collaborate with other members to determine activities, assignments, programming and other items for University 100: The Freshman Seminar

Content Developer, Active Learning Program California State University, Northridge Summer 2023

Developed course content for FacDev's *Get Up to Speed with Active Learning* Teaching Toolkit.

Mentor, English Teaching Associates California State University, Northridge Summer 2023

Presented and advised the 2023 English TA cohort in three meetings. Led professional development workshop on using Canvas, course development, assignment design, and assessment.

Curriculum Vitae  
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**PROFESSIONAL EXPERIENCE (Continued):**

Teaching Toolkit Author California State University, Northridge Spring 2023  
Collaborate with instructional designers and faculty to write, revise, and update Teaching Toolkit materials, a collection of teaching resources for faculty.

Participation in Business Cohort California State University, Northridge Fall, 2022  
University 100: The Freshman Seminar  
Attend multiple meetings. Coordinate syllabi, lesson plans, sample assignments with other cohort members.

Lecturer Representative, English California State University, Northridge Fall 2022 – Spring 2023  
Creative Writing Committee  
Elected lecturer representative to Creative Writing Committee

GE Honors Faculty Fellow California State University, Northridge Fall 2021 – Spring 2022  
Faculty Advisor directing student's research project as part of the GE Honors program. Developing creative writing research project with an emphasis in personal history.

ACUE Ambassador California State University, Northridge August, 2021-May, 2022  
Assist Janett Silvers facilitating Cohort D of ACUE's Effective Online Teaching Practices program. Respond to participants discussion posts weekly and organize and highlight important takeaways of each module for weekly wrap-ups. Participate in and cofacilitate cohort events with FacDev and ACUE.

Lecturer Representative, English California State University, Northridge Fall 2021 – Spring 2022  
Education Technology Committee  
Elected lecturer representative to Education Technology Committee.

Tech Tutor, FacDev California State University System August 26, 2021  
Assist newly hired faculty participating in New Faculty Foundations event with understanding CSUN technology such as Canvas, DUO, the portal, Webmail, and other questions.

Participant, Effective Online Association of College and University Educators Sep. 2020 – May, 2021  
Teaching Practices  
Participant in year-long course in developing and delivering exceptional online courses.

Participant, Q3 – Advanced QLT California State University System March, 2021  
Course in Teaching Online  
Complete intensive training for developing and delivering exceptional online courses.

Participant, Q2 – Reviewing a Course California State University System March, 2020  
Using the QLT Instrument  
Complete intensive training for assessing courses using the CSU's QLT Instrument.

Curriculum Vitae  
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**PROFESSIONAL ACTIVITIES (Continued):**

Critical Thinking Grant Participant California State University, Northridge Spring, 2020  
Under Irene Clark, Ph.D., developed a series of lesson plans in Critical Thinking in Upper Division Composition courses, conducted assessments, and attended meetings regarding the project.

Participant, Affordable Learning Solutions California State University, Northridge Fall, 2019  
Received funding for updating eText for use in English 306 and other composition courses.

Lecturer Representative, English Education Technology Committee California State University, Northridge Fall 2019 – Spring 2020  
Elected lecturer representative to Education Technology Committee

Participant in College of Humanities Assessment California State University, Northridge Spring, 2016  
Under Sheena Mahlhotra, Ph.D. and Jack Solomon, Ph.D., administered writing assignment, participated in meetings, and evaluated student writing using a common rubric.

Grant Participant, Imitation in Composition California State University, Northridge January 2016 – May 2016  
Under Irene Clark, Ph.D., developed lesson plans and assignments to assess the value of imitation and modeling of assignments in composition and technical writing courses. Attended regular meetings regarding the project. Surveyed students participating in project and evaluated survey responses.

Grant Recipient, eText Cohort California State University, Northridge 2014-2015  
Received summer support to write and format eText (including audio book) for English 2050L: Business Communication in its Rhetorical Contexts. *Getting it Right: A Rhetorical Approach to Professional Communication* will be available to students in Fall 2015.

Tutor for High School Students Preparing College Entrance Essays Miguel Contreras Learning Complex March 2015  
Meet with individual students at a Title I high school to review and discuss college application essays. Tutor for content, style, grammar and mechanics.

Rater, TOEIC, CSU-EAP and EPT Educational Testing Service March 2012 – 2015  
Read and evaluate student writing in response to the TOEIC, the CSU-EAP and CSU-EPT exams.

Associate Editor, New Voices California State University, Northridge 2012 -2015  
Organize and participate in selection process of student essays for publication in an anthology of exemplary student writing. Supervise graduate assistants. Write assignments and discussion questions for inclusion in text. Coordinate with publisher about online component. Edit and format online content.

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**PROFESSIONAL ACTIVITIES (Continued):**

Participant, Quality Online Learning and Teaching (QOLT) Recognition Program California State University, Northridge Spring 2014

Studied QOLT Framework to assist in course design of online classrooms. Submit classroom for review by the CSU. Completed detailed multipage narrative and survey aligning my classroom with the QOLT Framework.

Mentor to Teaching Associate California State University, Northridge Spring 2013  
Regularly meet with and counsel new Teaching Associate as he began to teach his first class.

Grant Participant, Freshman Seminar Class Modules California State University, Northridge Summer 2011  
Under Cheryl Spector, Ph.D., part of a team developing a series of online class modules and lesson plans designed to replace textbook.

Grant Participant, Materials for Supplemental Instruction California State University, Northridge Summer 2010  
Under Anne Kellenberger, Ph.D., created a mini-library of handouts and lesson plans for Supplemental Instruction Leaders to use in their workshops and classes.

Substitute Faculty for Creative Writing Courses California State University, Northridge March 4, 2009  
Plan and facilitate lesson for Marlene Pearson's *Introduction to Creative Writing* course

Scorer, EOP Essay Exams California State University, Northridge Summer-Fall 2009  
Read and evaluate essay exams from the Educational Opportunity Program

Instructor, Summer Bridge Writing Workshops California State University, Northridge June-August 2009  
Facilitate Writing Workshops for incoming freshmen as part of the Research Initiative for Scientific Enhancement (RISE) program for students who intend to become research scientists.

Participant, Study Strategy Workshop California State University, Northridge July 2008 – August 2008  
Attended training session with Robert Stoneham on delivering study strategies to students.

Consultant, Development of High School Creative Writing Curriculum Miguel Contreras Learning Complex 2007  
Consult with high school English teacher developing lessons and selecting readings for high school creative writing elective.

Beck Grant Participant California State University, Northridge August 2006 – Dec, 2006  
Under Irene Clark, Ph.D., developed a series of lesson plans in Critical Reading for Freshman Composition students and attended meetings regarding the project.

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**PRESENTATIONS and READINGS:**

Guest Speaker for ENG698 on California State University, Northridge April 10, 2023  
"Adjunct Life"

Part of three-person panel speaking about getting and keeping careers as faculty. Presentation and Q&A.

Featured Poet California State University, Northridge December 1, 2022  
Poet reading at poetry festival honoring Dorothy Baressi

Presenter, "Tips and Tricks California State University, Northridge July 28, 2022  
For Using Canvas"

Designed and presented a professional development workshop on strategies for using Canvas effectively, using simple coding, Adobe Express, design and organizational strategies.

Presenter, Engagement Conference California State University, Northridge October 29, 2021  
Presenter at inaugural CSUN engagement conference on "Dynamic Module Overviews" and participate in Q&A.

Presenter, "Get Inspired" California State University, Northridge January 17 & 18, 2020  
Faculty Development Workshop

At the request of Faculty Technology Center, presented on best practices and strategies for teaching online classes as part of university-wide Faculty Development Program.

Presenter, Online Learning California State University, Northridge October 2, 2019  
And Teaching Workshop

At the request of Faculty Technology Center, presented on best practices and strategies for teaching online classes as part of university-wide Faculty Development Program.

Featured Poet California State University, Northridge November 10, 2015  
Faculty Poetry Reading

With Sharon Johnson, Philip Walsh, Susana Marcelo, and Dorothy Barresi

AVID Graduation Compton High School June 6, 2017  
Keynote Address

Delivered Keynote Address for graduating seniors at Award Ceremony and Dinner.

Facilitator, The Whole Class California State University, Northridge February 22, 2016  
Workshop in English 306

Presentation on using the Whole-Class Workshop as a tool for revision in upper division Report Writing course for professional development workshop.

Featured Poet California State University, Northridge November 10, 2015  
CSUN Alumni Poetry Reading

With Marsha de la O, Brian Diamond, Kate Martin Rowe, and Barbara Edleman, presented by the English Department and the Northridge Creative Writing Circle

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**PRESENTATIONS and READINGS (Continued):**

Facilitator, Teaching English 205                      California State University, Northridge                      August 20, 2015

Organized and presented lecture for Faculty Orientation for English 205 for new and returning faculty. Discussion involved course outline, SLOs, evaluation and assessment, group work, addressing the needs of EL students, and an overview of sample assignments. Talk was based on my campus-funded eText, *Getting it Right: A Rhetorical Approach to Professional Communication*.

Facilitator, Grading in U100:                      California State University, Northridge                      July 30, 2015  
A Conversation with Lisa  
Riccomini and Amber Norwood

Co-Facilitator of Faculty Workshop for University 100 involving an analysis of assessment data, and discussion of grading concerns and dilemmas for the course. Included discussion of what was evaluated based on what criteria.

Presenter, UNIV Veterans                      California State University, Northridge                      May 9 and 11, 2015  
and Rookies Panel, UNIV100  
Faculty Orientation

Member of panel answering questions from new and returning faculty about the aims and outcomes of UNIV100, about assessment and evaluation, and about preparing for the course.

Facilitator, The Whole Class                      California State University, Northridge                      August 21, 2014  
Workshop in the Composition  
Classroom

Presentation on using the Whole-Class Workshop as a tool for revision in composition classes at English Department orientation.

Presenter, Using Moodle                      California State University, Northridge                      May 9, 2014  
for UNIV 100

Present and discuss Moodle page as part of faculty development workshop for new and returning UNIV100 faculty. Discuss organization, scheduling, layout and use of graphics.

Featured Poet                      California State University, Northridge                      March 25, 2014  
English 309: Verse Writing

Poet panelist for Kim Young's ENGL 309 class. Presented new work, and participate in discussion on craft and process.

Presenter, Mini-Lesson                      California State University, Northridge                      May 3 & 4, 2013  
For Faculty Teaching Freshman

Present lesson plan as part of faculty development workshop for new and returning UNIV100 faculty. Includes discussion of strategies, Best Practices and pedagogical choices.

Curriculum Vitae  
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**PRESENTATIONS and READINGS (Continued):**

Professional Development

California State University, Northridge

January, 2013

English 306: Report Writing

Participant and assistant to facilitator Kathy Leslie in professional development workshop for current and future English 306 faculty. Included sharing lesson plans, discussion of SLOs and sample syllabi.

Guest Poet

California State University, Northridge

2009 - 2013

Facilitated workshops in Dr. Leilani Hall's English 409: Advanced Verse Writing workshop. Provided feedback on poems. Guided discussion in craft, teaching, and on CSUN's Creative Writing Graduate Program, the Teaching Associate Program, and on submitting for publication.

Presenter, Faculty Approaches to Plagiarism

California State University, Northridge

February 26, 2010

Presented a discussion to Dr. Ian Barnard's graduate seminar on policies related to and strategies for handling plagiarism.

Presenter, Crash Course for Faculty Teaching Freshman

California State University, Northridge

September 15, 2008

Discussed strategies for working with freshmen. Provided sample assignments and lesson plans.

Paper presented at "Significations"

California State University, Los Angeles

April 2007

"The Text: A Metacognitive Approach to Authorship and Authority"

Poems presented at "Red Light Literature: Confronting Taboos"

California State University, Northridge

April 2007

"The Tourist, The Bride, The Nymph, The Neighbor, The Doll and Their Underbellies: Five Poems"

Paper and Poems presented at

California State University, Northridge

April 2006

"Coloring Outside the Lines: Blurring Borders" "Navigating the Space Between . . . Without the White Space," and "Four Poems"

**PUBLICATIONS**

*Journaling Motherhood, Life of Mom, Spring 2018*

"Motherhood as Affixing, or Art Making without Fine Motor Skills"

*Getting it Right: A Rhetorical Approach to Professional Communication*

Textbook for ENGL2050L funded through the eText initiative

*Dusie, Vol. 18*

"I want a phlebotomist."

*Best of the Barefoot Muse, Barefoot Muse Press, December 2011*

"What to do with your limbs."

Curriculum Vitae  
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**PUBLICATIONS (Continued):**

Chaparral, Autumn/Winter, 2010/2011

“Prayer,” “Commute Epithalamium”

Dzanc Books, Best of the Web Anthology 2010, Dzanc Books, July 2010

“My Sister, the Kite.”

Barefoot Muse, Summer 2009

“What to do with your limbs.”

Journal of Truth and Consequence, Feb/Mar/April 2009

“Afternoon Stasis,” “My Sister, the Kite.”

Toasted Cheese Literary Journal, Vol. 8.2

“Monsoon,” “Nevada,” “As Many as There are Types of Grass”

Prick of the Spindle: An Online Journal of the Literary Arts, Vol. 1.3

“In the Orchard, I explain: here is where the ceremony goes, here for the reception.” “Natural History.” “Public Radio, 12:37 a.m. on a Saturday.”

**AWARDS AND NOMINATIONS:**

Awarded CSUN’s Jolene Kester Team Award, 2021: “Pivot to the Virtual Modality During the Pandemic”

Pushcart Prize Nomination, 2009: “What to do with your limbs”

Best of the Net Nomination, 2009: “What to do with your limbs.”

Dzanc Books Best of the Web Nomination, 2009: “My Sister, the Kite.”

Dzanc Books Best of the Web Nomination, 2009: “What to do with your limbs”

Pushcart Prize Nomination, 2008: “Nevada”

Pushcart Prize Nomination, 2008: “Natural History”

Best of the Net Anthology Nomination, 2008: “As Many as There are Types of Grass”, “Monsoon,” “Nevada”

Awarded Master’s Degree with Distinction: May 2007

Awarded Academy of American Poets: Honorable Mention. “Natural History.” May 2007

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**AFFILIATIONS:**

National Association of Rocketry/Southern California Rocket Association

Member, 2019-Present

Collage Artists of America

Member, 2018-Present

Association of Writers and Writing Programs

Member, 2005 – Present