

**Paula Ford**

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## ***Employment History***

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### **Coordinator**

8/98 to present

Robert L. Smith Learning Resources Center, Penn State Altoona, Altoona, PA

- Hire, train, and supervise peer and professional tutors.
- Teach study skills course.
- Teach tutor training course.
- Teach first-year seminar.
- Administer LRC budget.
- Co-Principal Investigator for NSF-funded S-STEM grant #0728567 (\$599,793)
- Direct OASIS program.
- Write newsletters, handbooks, and other materials.
- Maintain LRC webpage.
- Maintain contact with relevant faculty and staff.
- Facilitate pedagogy book discussion group for faculty and staff.
- Participate in committees and task forces.
- Chair Retention Committee. (1/99-5/06)

### **Lecturer**

8/88 to 12/88, 8/90 to 12/90, 8/95 to 8/98, 1/09 to 5/09, 8/09 to 12/11

Division of Arts and Humanities, Penn State Altoona, Altoona, PA

Courses taught:

- Technical Writing (Engl 202C)
- Introduction to Article Writing (Engl 215)
- Business Writing (Engl 202D)
- Rhetoric and Composition (Engl 15)
- Basic Writing (Engl 4)

### **Instructor**

11/90 to 12/98 and 11/02 to 8/04

Independent Learning, Penn State University, University Park, PA

Course taught:

- Introduction to Article Writing (Engl 215)

### **Freelance Writer**

7/76 to present

Please see list of publications.

**Technical Writer** 12/87 to 12/98  
Department of Agricultural Economics & Marketing, Rutgers University, New Brunswick, NJ

- Wrote and edited documents for technical and non-technical audiences.
- Wrote or co-wrote proposals that resulted in over \$900,000 in grants.

**Consultant** 11/90 to 8/98  
National Citizens' Network on Oil and Gas Wastes, Southwest Research and Information Center, Albuquerque, NM

- Represented Network on several committees of a project coordinated by the Interstate Oil and Gas Compact Commission and funded by the U.S. Environmental Protection Agency.
- Participated in reviews of state regulatory programs and training of state regulatory personnel.
- Served on Executive Committee.

**Writer/Editor—Consultant** 7/88 to 10/91  
Allegheny Lutheran Social Ministries, Hollidaysburg, PA

- Wrote and edited *The Allegheny News* (circulation 20,000), brochures, news releases, reports, proposals, annual reports, and other documents.
- Produced videos and slide shows.

**Lecturer** 8/84 to 5/88  
Department of English, Penn State University, University Park, PA  
Courses taught:

- Business Writing (Engl 202D)
- Technical Writing (Engl 202C)
- Introduction to Article Writing (Engl 215)

**Research Associate** 10/86 to 12/87  
Department of Horticulture, Penn State University, University Park, PA

- Wrote and edited documents for technical and non-technical audiences.

**Technical Writer** 5/84 to 9/84  
Institute for Land & Water Resources, Penn State University, University Park, PA

- Worked with two agronomists and three soils engineers to write training course (including slides) for soil conservation district managers in Pennsylvania.

**Teaching Assistant** 9/81 to 5/84

Department of English, Penn State University, University Park, PA

Courses taught:

- Technical Writing (Engl 218, now Engl 202C)
- Business Writing (Engl 219, now Engl 202D)
- Rhetoric and Composition (Engl 3, now Engl 15)
- Writing Center (Engl 5)—tutorials

**Activity Aide II**

4/74 to 12/75

Cresson State School, Cresson, PA

Coordinator of BASIC (Basic Activity and Skills Improvement Center).

- Planned and supervised both daily and special activities.
- Supervised off-campus trips, including summer camp.
- Maintained records of activities and resident involvement.

**Activity Aide I**

1/73 to 4/74

Cresson State School, Cresson, PA

- Planned and supervised daily recreation for several groups of retarded adults.
- Wrote numerous progress reports for residents' files and articles for the school newsletter.

***Education***

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**Master of Arts in English** with certificate in technical writing

August 1987

Department of English, The Pennsylvania State University, University Park, PA

Relevant courses:

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|---------------------------------------|---------------------|
| • Science Writing                     | • Technical Writing |
| • Nonfiction Writing                  | • Editing           |
| • Computer Programming (PL/C, SCRIPT) | • Research Methods  |
| • Rhetoric                            | • Forest Entomology |

Thesis: "Surface Mining in Pennsylvania: A Citizens' Handbook."

**Bachelor of Arts in English**, with Honors

December 1972

Department of English, The Pennsylvania State University, University Park, PA

### *Certifications*

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- Certification, Developmental Education Specialist** August 2006  
Kellogg Institute for Developmental Education  
Appalachian State University, Boone, NC
- Fellow, Kellogg Institute for Developmental Education** June/July 2005  
Appalachian State University, Boone, NC
- Certification as Supplemental Instruction Supervisor** June 2000  
University of Missouri Kansas City, Kansas City, MO
- Certificate in Teaching Technical Writing** August 1983  
Department of Humanities, College of Engineering, University of Michigan, Ann Arbor, MI

### *Publications*

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- “I Believe in Libraries.” *WPSU’s This I Believe*. Broadcast May 5, 2011. Transcript and mp3 of broadcast available at [http://www.wpsu.org/radio/single\\_entry/LL-3732/thisibelieve](http://www.wpsu.org/radio/single_entry/LL-3732/thisibelieve).
- “Book Review ~~ *The Heart of Higher Education: A Call to Renewal*,” *The PADE Informer*, Spring 2011.
- Editor. *Learning Resources Times* (Learning Resources Center newsletter. Penn State Altoona). 1998-2005.
- With Barbara Wiens-Tuers. “Peer Mentoring in Introductory Economics: The Costs and Benefits of Supplemental Instruction,” *Journal of International Business Research*. Vol 6, Special Issue 2. 2007.
- Co-editor with Dr. Barbara Wiens-Tuers. *Wings to the Future: Teaching Strategies to Grow Life-Long Learning*. Papers and proceedings from the First Annual Western Pennsylvania Teaching and Learning Conference. Teaching and Learning Consortium, Penn State Altoona. Spring 2003.
- Editor. *The PADE Informer* (Pennsylvania Association of Developmental Educators). 2000-2005.
- “Ethel Browne Harvey,” in *Women in the Biological Sciences: A Bibliographic Source Book*, Greenwood Press, Westport, CT. July 1997.
- Copyeditor. *Proceedings of the XIIIth International Symposium on Horticultural Economics*, August 1996.

“Juniata Valley Audubon Society Checklist of the Birds of Blair County, Pennsylvania (September 1994),” *Pennsylvania Birds*, March 1995.

*Birder’s Guide to Pennsylvania*. Houston, TX: Gulf Publishing. February 1995.

“How to Make Sure Your Water is Pure,” *Country Journal*, June 1994.

“Pennsylvania,” *Partners in Flight/Aves de las Americas*, Summer 1993.

“Hard Times for Frogs,” *Southwest Herpetologist*, August 1993. (Originally appeared in *Country Journal*.)

*The Pennsylvania Greenhouse Survey*. Penn State Agricultural Research Station, June 1993. (With four coauthors.)

“Conflicts in the Forest,” *Audubon*, December 1992.

“Hard Times for Frogs,” in *Life Science, Social Issues Resources Series*, October 1992. (Originally appeared in *Country Journal*.)

“Audubon Takes Washington, And Lawmakers Take Notice,” *Audubon Activist*, September 1992.

“Spillover Effects,” *E Magazine*, November/December 1991.

Editor. *The Allegheny News* (Allegheny Lutheran Social Ministries), July 1988 to October 1991.

“Hard Times for Frogs,” *Country Journal*, September/October 1991.

“Hillcrest Has a Mother Hen,” *The Lutheran*, March 13, 1991.

Editor. *The ACP Drummer* (Audubon Council of Pennsylvania), April 1990 to October 1992.

“At War with the Gypsy Moth,” *Country Journal*, May 1990.

“Earth is God’s Gift to Every Living Thing” (Earth Day guest column), *Altoona Mirror*, April 21, 1990.

“Beautify City: Ban Billboards” (guest column), *Altoona Mirror*, April 16, 1989.

“A ‘Can-do’ Spirit Makes Recycling a Reality in Tyrone,” *Pennsylvania Wildlife*, January 1989.

“How One Audubon Chapter Took Its Act on the Road,” *Audubon Activist*, November/December 1988.

“Light at the Right Price” (part 2), *Greenhouse Grower*, December 1987. (With Robin G. Brumfield.)

“Light at the Right Price” (part 1), *Greenhouse Grower*, November 1987. (With Robin G. Brumfield.)

“Bob Doyle: A Musical Renaissance Man,” *Bluegrass Unlimited*, July 1987.

Editor. *The Gnatcatcher* (newsletter of Juniata Valley Audubon Society), September 1984 to May 1987.

“Play It Like Your Granny Did,” *Bluegrass Unlimited*, April 1985.

“Belly Up” (Field Note), *Audubon Action*, February 1985.

“Home Sweet Cavity,” *Pennsylvania Forests*, January/February 1985.

*Erosion and Sedimentation Control Plan Training Manual for Pennsylvania*, Bureau of Soil and Water Conservation, Pennsylvania Department of Environmental Resources, November 1984. (With five coauthors.)

“A Salute to Family Health,” *The Pulse*, November 1983.

*A Petition to Declare Areas Unsuitable for Surface Mining*, number 07829901, Bureau of Mining and Reclamation, Pennsylvania Department of Environmental Resources, March 1982. (With John Hunter Orr.)

“For Wives Only,” *Pennsylvania Angler*, August 1976.

### ***Selected Presentations***

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“Four Factors That Can Influence Retention for Marginal Students.” ASEE, Middle Atlantic Section, Farmingdale State College, SUNY, April 30, 2011. Co-author with Peter Shull and Kristen Carrier. (Presented by Dr. Shull.)

“It’s About Time.” On Course Conference, Los Angeles, May 3, 2008.

“Peer Mentoring in Introductory Economics: The Costs and Benefits of Supplemental Instruction.” International Conference on Business, Economics, and Information Technology, Guam, March 6, 2007. Co-author with Barbara Wiens-Tuers. (Presented by Dr. Wiens-Tuers.)

Invited workshop: “Learning Styles and Active Learning.” Picower Embark Program Symposium on the First-Year Experience, University Park, September 22-23, 2005.

“No Pressure Math Refresher.” Hendricks Adult Learner Conference at University Park, May 9, 2005.

Invited workshop: “Publishing Opportunities for Developmental Educators,” Pennsylvania Association of Developmental Educators annual conference, April 9-11, 2003.

“Keeping Cats Indoors,” Penn State Altoona Earth Day celebration, April 19, 2002.

Workshop, "Is It Too Late?" for Sigma Pi Fraternity, Penn State Altoona. December 12, 2002.

Invited presentation, "No Pressure Math Refresher," at meeting of northwest region of Pennsylvania Association of Developmental Educators at Penn State DuBois, November 8, 2002.

"No Pressure Math Refresher," at meeting of Penn State learning center directors, October 2, 2001, University Park, PA.

"No Pressure Math Refresher" was accepted for delivery at 2001 National Collegiate Learning Center Association conference in Chicago. Trip was cancelled due to September 11 events.

"Developing a Newsletter for a Learning Resources Center," at National College Learning Center Association (NCLCA), October 6, 2000, Minneapolis, MN.

"Teaching Technical Communications to Engineering Technology Students: A Case Study Approach." With Dr. Sohail Anwar. Presented by Dr. Anwar at 1999 American Society for Engineering Education meeting.

"Counting Heads and Tales." Invited panelist with Dr. Jan Norton (University of Missouri at St. Louis) and Heather Newfield (Lake Superior State University). College Reading and Learning Association, 1999.

Workshop, "The Internet for Farmers." Rutgers University, New Brunswick, NJ. January 1997.

### ***Professional Awards***

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- Inducted into Omicron Delta Kappa, October 2004. (Nominated and selected by students.)
- Penn State Altoona Women in Achievement Award. May 2002.

### ***Volunteer Activities***

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- Pax Christi of the Southern Alleghenies (1998-present)
- Lutheran Advocacy Council of Pennsylvania, Policy Council (2006-present). Currently Council Secretary
- Pennsylvania Interfaith Power and Light (2010-present). Finance Team
- Church Council member, Trinity Lutheran Church, Altoona, PA (1999-2005). Vice President of congregation (2005)
- Storage Tank Advisory Committee, Pennsylvania Department of Environmental Resources (1993-1996)
- Pennsylvania Society for Ornithology (Coordinator, Special Areas Project, Dunlop Strip Mine Reclamation Area, 1994-1996)

- National Audubon Society (1978-1998)
- Audubon Council of Pennsylvania (President, 1987-1990; Western regional representative, 1990-1996)
- Juniata Valley Audubon Society (state council delegate, speakers' bureau, conservation chair)
- Blair County Recreation and Parks Advisory Board (1988-1991)
- Pennsylvania Breeding Bird Atlas Project (1986-1989)
- Pennsylvanians for Acid Rain Control (Executive Committee, 1987-1989)

### *Hobbies*

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Reading, beading, kayaking, birding, collecting turkeys

**References available on request.**