

Curriculum Vitae
Jennifer Swailes
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Education

Education

University of Houston Clear Lake
MA in Literature 1997
The University of Texas at Austin
BS in Advertising 1990

Teaching Experience

College of the Mainland 2024-Present
Adjunct Faculty English

San Jacinto Community College 2023-Present
English Faculty
Courses Taught - ENGL 1302 Composition II

Houston Community College 2023-Present
English Faculty
Courses Taught - ENGL 1301 - Composition I

Sam Houston State University - Lecturer English 2022-Present
Courses Taught: Introduction to Technical Writing
ENGL 1301 - Composition I

Blackboard Ultra Certified Fall 2022

LeTourneau University - Master Faculty 1998-2007
Instructed more than 300 classes in 4 academic areas

Taught online courses and in the classroom

Developed curriculum for non-traditional, adult degree program

Courses Taught:

- COMM 1873 Speech Communication
- COMM 3703 Business Communication for Managers
- ENGL 1001 English Review
- ENGL 1873 Written Communication I
- ENGL 2173 Written Communication II
- ENGL 2393 Great Writers of the Western World
- ENGL 2603 Creative Writing
- ENGL 2873 Literature for Leaders
- HUMA 2133 Human Culture and Society
- HUMA 2073 Great Ideas through the Centuries
- LETU 1073 Strategies for Adult Learning

Chief Evaluator

Evaluated alternative credit portfolios (Houston campus)

Assessed quality of education and experience outside of traditional classroom

Awarded credit based on quality and quantity of real world achievements

Curriculum Development

Created detailed curriculum and composed course guides and revisions used university-wide at LeTourneau University for the following courses: Great Writers of the Western World, Business Communication for Managers, Literature for Leaders, Creative Writing, Human Culture and Society, Great Ideas Through the Centuries, Written Communication I, Written Communication II and Speech Communications.

University of Phoenix

2001 to 2005

Taught approximately 25 courses in 3 academic areas in a dynamic online environment

Taught courses to non-traditional students in an online format

Assessed student learning

Managed a virtual classroom with diverse students located across the globe

Instructed Courses in English, Communication and Philosophy

Work Experience

Swales & Co, Inc. – Executive Vice President

2006 – Present

Houston, Texas

Swales & Co. is a family-owned enterprise specializing in corporate investigations, security management, and pre-employment background screening services.

Professional Qualifications and Memberships

National Council of Teachers of English

International English Honor Society

Society for Human Resource Management