

Curriculum Vitae

Nausheen Saba Siraj

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EDUCATION

UNIVERSITY OF SYDNEY, AUSTRALIA

M. ED IN TESOL

SEMESTER 1, 2010

Pass with Merit

NORTH SOUTH UNIVERSITY, BANGLADESH

B.A. ENGLISH LANGAUGE & TESOL

FALL 2008

Magna Cum Laude

BAF SHAHEEN COLLEGE, DHAKA

Elementary- HSC

1991-2004

WORK EXPERIENCE

1. Lecturer (Full Time)

Department of English & Modern Languages, North South University

From September 2011- Present

Job Description-

Teaching composition courses, teaching theories and history of English language, coordinating EAP courses, coordinating teaching assistants etc.

2. Lecturer (Part Time)

Armed Forced Medical Institute, Dhaka Cantonment

From January 2011- August 2011

Job Description-

Teaching English grammar, reading and skills to BSc. in Nursing students.

3. Lecturer (Part Time)

Department of English & Modern Languages, North South University

From January 2011 to August 2011

Job Description-

Teaching fresher composition courses.

4. Graduate Teaching Assistant

North South University English Department

From January 2009- April 2009

Job Description-

Checking journals, counselling students, proctoring exams, helping teachers with grade sheets etc

5. Undergraduate Teaching Assistant

North South University English Department

From September 2007- December 2008

Job Description-

Checking journals, counselling students, proctoring exams, helping teachers with grade sheets etc

Research

1. **Paper: Co-authored** a paper titled “How society influences the position of a foreign language in deciding a country’s language planning and policy” which is **being given full consideration for publication** at **Journal of Education** under SAGE Publishers
2. **Conference presentation: Presented a co-authored paper** titled “How society influences the position of a foreign language in deciding a country’s language planning and policy” at the “**Second International Conference on Teaching and Learning (ICTL)**” organized by Center for Pedagogy, IUB. The conference was held in IUB on 28th June, 2018.
3. **Conference presentation: Presented a co-authored paper** titled “Introducing Multiple-Draft Assignments in the Monolingual Classroom” at “**Rethinking Disciplinary Diversity: Challenges of Teaching English in the 21st Century**” A Two-Day International Conference on English Language and Literature held in BRAC University, Bangladesh on November 15th and 16th, 2018.

Current Workplace Experiences & Services:

Coordinator

1. Course coordinator for ENG 105 (Advanced Composition)
Fall 2017-present
2. Course coordinator for English 102 (Introduction to Composition)
Spring 2013, Summer 2013 & Fall 2013
3. Course coordinator for English 103 (Intermediate Composition)

- Spring 2014, Summer 2014, Fall 2014, Spring 2015
4. Course coordinator for English 105 (Advanced Composition)
Fall 2017 & Spring 2018
 5. Coordinator for Teaching Assistants to DEML
Summer 2014

University Services:

1. Convocation brochure proofreading
2015, 2016 & 2017
2. Convocation brochure contribution: 1 Speech & 2 Messages
2018
3. DEML international conference brochure contribution: 2 Messages
2016
4. UG admission test scripts marking
5. Content composing and editing for DEML page in NSU website
2014
6. Career fair brochure content editing
2018

Other contributions & Experiences:

1. Worked in the organizing committee of international conference on Shakespeare organized by DEML in 2012 (Logistics committee)
2. Worked in the organizing committee of international conference organized by DEML in 2016 (Logistics committee)
3. IQAC internal review subcommittee member for TESOL
4. Completed IQAC organized faculty training and received certificate (2018)

Other Work Experiences (Outside NSU)

1. Worked as an **examiner under BUP** (Bangladesh University of Professionals)
2. Worked as an **invited counsellor to Save the Children's school animation project.**
3. Conducted and taken part in various **teacher training workshops** (BAF Shaheen College, Dhaka)

Skills & Activities

Computer Skills

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet and Email

Language Skills

1. Bengali- 1st Language
2. English- High proficiency in both oral and written form
3. Hindi- Working knowledge

Extra Curricular Activities: (2002-2009)

1. Former member of the NSU Debate Club from 2006 to 2007 (organized debates and other events, kept liaison with sponsors)
2. Participated in divisional level extempore speech competition and awarded prize certificate.
3. Participated as Malaysian head of Nation in the UN Model summit 2001.
4. Worked as General Secretary of NSU English Club from 2008 to 2009 (Edited club journal)

References:

Dr. Aek Phakiti

- Associate Professor, University of Sydney, Australia
aek.phakiti@sydney.edu.au

Dr. Khaled Karim

- Assistant Professor, United Arab Emirates University, UAE
khaledk@uaeu.ac.ae

Ms. Michelle Draper

- Senior Lecturer, North South University, Bangladesh
michelle.draper@northsouth.edu

Dr. Carl Bloom

- Professor, Southeast Missouri State University, Cape Girardeau, MO, USA
cbloom@siu.edu