

James W. H. Howard, Ph.D.

Interim Director of Tutoring Services

Assistant Director – Writing

University College

University of North Georgia

james.wh.howard@ung.edu

Education

Emory University, Ph.D. in English, 2016

Dissertation: “Crises of Recognition: Chivalric Disguise and the Social Individual in *Le Morte Darthur* and *The Faerie Queene*”

Chair: James Morey, Ph.D.

University of Tennessee at Knoxville, B.A. in English, 2008

Minors in Math and History

Experience

University of North Georgia, 2018-present

Interim Director of Tutoring Services, 2023-present

- Direct the overall strategy for fulfilling the mission of Tutoring Services
- Assess tutoring to find points for growth and improvement
- Implement a new scheduling platform, TEDU, for Spring 2024
- Supervise tutors in the ACTT Center as well as other staff
- Work with University College staff and partners on promoting student success

Interim Associate Director of Tutoring Services – ACTT Center, 2021-2022

- Supervised full-time, part-time, and student tutors in ACTT Center
- Managed tutoring, inventory, make-up testing and other processes
- Hired and trained PT staff in covering front desk and physics tutoring
- Assessed space usage, which led to switching Math and Phys/Chem labs
- Reach out to STEM faculty and students to promote on-campus tutoring

Part-Time Faculty, English, 2018-present

- Teach a 1000-2000 level composition or literature course each fall
- Build a D2L shell for the course with readings, assignments, and activities
- Attend faculty meetings and serve on Writing Across the Curriculum committee

Assistant Director of Tutoring Services – Writing, 2018-present

- Direct online and most in-person writing centers and writing tutoring
- Coordinate dissertation review for Higher Ed Leadership and Practice Ed.D.
- Train staff, faculty, and students in core tutoring and writing practices
- Maintain tutoring platforms like WOnline and Microsoft Teams
- Market writing services to faculty and students
- Tutor students in writing across the curriculum
- Manage assessment using exit surveys, performance data, and other tools

Georgia Institute of Technology, 2015-2018

Marion L. Brittain Postdoctoral Fellow, Writing and Communication Program, 2015-2018

- Teach first year composition courses
- Create resources and presentations for teaching multimodally
- Serve on committees for assessment and textbook curation

Assistant Director, Communication Center, 2017-2018

- Interview and hire staff of peer tutors and desk assistants
- Train peer tutors in tutoring pedagogy throughout the semester
- Lead professional staff meetings
- Design and lead workshops in technical communication and WAC
- Maintain website and schedule in Drupal and WOnline

Research Coordinator, Communication Center, 2016-2017

- Advise professional and peer tutors about research opportunities
- Direct and mentor undergraduate research assistant in writing center studies
- Manage IRB-approved methods of data collection for the Center
- Create workshop materials and presentations based on current research

Professional Tutor, Communication Center, 2015-2016

- Tutor undergraduate and graduate students in communication
- Prepare workshops for Graduate Communication certificate program
- Mentor undergraduate tutors in writing and speaking tutoring

Emory Writing Center, 2013-2015

Graduate Coordinator, 2014-2015

- Coordinated day-to-day operations of graduate and undergraduate tutors
- Interviewed undergraduate and graduate applicants to the center
- Tutored undergraduate and graduate students in writing
- Designed and led training sessions and staff groups on tutor pedagogy

Graduate Fellow, 2013-2014

- Tutored undergraduate and graduate students in writing
- Collaborated with the Writing Program in outreach and faculty support
- Formed assessment models for first year writing courses in committee

University of Tennessee, 2006-2008

Undergraduate Math Tutor

- Tutored students in introductory and intermediate math courses (100-200 level)
- Assisted students during co-requisite College Algebra lab (Math 109)

Conference Presentations

Tutoring and Writing

- "Creative Writing Success Services for a Graduate Program."
National College Learning Center Association (NCLCA), 2021.
- "Center Certification: Can One Size Fit All?"
Southeastern Writing Center Association (SWCA) North Carolina Director's Day, 2020.
Co-Presented with Jonathan Barefield.
- "Hearing What Faculty Think: Creating Faculty-Facing Assessment Data."
Southeastern College Learning Center Association (SECLCA), 2020.
- "Can One Size Fit All? Designing CRLA Training that Works for Writing Centers."
SWCA, 2020.
Co-presented with Jonathan Barefield.
- "Assessing Why Students (Don't) Return to Tutoring Centers."
NCLCA, 2019.
Co-presented with Jade McPherson.
- "Fostering Collaborative, Emotionally-Sustainable Conversations across Campus Units."
SWCA, 2019.
Co-presented with Candis Bond and Duane Theobald.
- "The Communication Center as Makerspace."
SWCA, 2018.
- "What Tools Can Do in Our Center: Use, Pedagogy, and Cost."
SWCA, 2018.
- "Ludic Pedagogy in the Writing Center: Two Can Play at this Game."
Conference on College Composition and Communication (CCCC), 2018.
Co-presented with Joshua King, Keely Mruk.
- "Using Technologies and Spaces While Tutoring in the Center."
SWCA, 2017.
Co-presented with Joshua King and Sara Miller.
- "Experts Meeting Experts: Intersecting Professional Identities in the Communication Center."
SWCA, 2016.
- "Code-Meshing in the Writing Center, or How Language Comes Up in a Session."
Georgia Tutor Symposium, 2015.
- "Code-Meshing in Consultation: Are We Really Supporting Linguistic Diversity in Our Southern Centers?"
SWCA, 2015.
- "Reclaiming Our Domain: Digital Literacies and Composition."
Student Success in Writing Conference, 2014.
Co-presented with David Morgen, Pete Rorabaugh.

Medieval Literature

- "Using Games to Explore the Ludic Arthur."
International Congress on Medieval Studies, 2017.
- "Enchanted Board: Gender and Submerged Narratives in Arthurian Play."
International Medieval Congress, 2015.
- "Disguise and Incognito, 1000-1500."
International Congress on Medieval Studies, 2015.
- "A Game for Two: Disguise and Friendship in Sir Thomas Malory's 'Tale of Sir Tristram.'"

- International Congress on Medieval Studies, 2015.
- “Figuring out the Son’s Dedde: Julian of Norwich and the Theology of Pun.”
International Congress on Medieval Studies, 2014.
- “ ‘To turne into a massy habergeon’: Britomart, Disguise, and Becoming the Knight in The Faerie Queene.”
Graduate English Colloquium, Emory University, 2014.
- “Chaucer and Malory Miscellany.”
Southeastern Medieval Association, 2014.
- “Romances and Times Between: Conceptualizing Then and Now in Malory and Spenser.”
South Atlantic Modern Language Association, 2013.
- “Unblooded Among the Bloody: Aaron, Humoral Discourse, and Geography in Titus Andronicus.”
South Atlantic Modern Language Association, 2013.
- “The Narrator in the Classroom: Lesson Plans and Roleplaying Preparation.”
Graduate English Advisory Committee Teach-In, Emory University, 2013.
- “Poetics and Mystics: Having Some Pun in Julian of Norwich.”
Graduate Colloquy, Emory University, 2012.
- “The Wedding of Sir Gawain and Dame Ragnell as Querelle des Femmes: A Response from Popular Romance.”
Southeastern Medieval Association, 2011.
- “The First Quest: Guides Structuring the Quest Narrative in ‘The Tale of Sir Gareth.’”
Medieval Association of the Midwest, 2010.

Publications

Articles and Chapters

- Benzinger, Abby, Claytonia Boular-Woods, and James W. H. Howard. “Tutoring.” *Supporting Neurodiverse College Student Success*, edited by Elizabeth Coghill and Jeffrey Coghill. Rowman and Littleman, 2021. p. 95-117.
- Howard, James W. H. “Creating an Online Writing Center in Two Weeks.” *Connecting Writing Centers Across Borders: A Blog of WLN*, 7 August 2020,
<https://www.wlnjournal.org/blog/2020/08/creating-an-online-writing-center-in-two-weeks/>
- Howard, James W. H. “Meeting the Students Where They Go: Creating Remote Tutoring at a Multi-Campus University.” *TLAR* Volume 25 (Special Issue), 2020. p. 361-371.
- Howard, James W. H. “Using Tools in the Communication Center: A Study and Review.”
Communication Center Studies, Volume 3, 2017.

Reviews

- “Stephen Knight, *Reading Robin Hood: Content, Form and Reception in the Outlaw Myth*.” *LAHRS*, 2016.

Non-Refereed Materials

- “Communication Center.” *WOVENText* [Department-wide First Year Composition Textbook], 2017.

Selected Writing and Communication Workshops

MLA and APA Formatting
Integrating Research into Writing
Conducting a Rhetorical Analysis
Evaluating a Research Article
Writing the Resume
Cover Letters
Personal Statements
Public Speaking
Global Communication
Writing a Policy Memo
Multiple-Mini Interviews
Research Poster Design
Constructing Tables and Figures
Visual Rhetoric
Preparing for the GRE
Study Skills and Testing Skills

Courses Taught

University of North Georgia

ENGL 1102: Composition I (Multimodal rhetoric), Fall 2023
ENGL 1101: Composition I (Multimodal rhetoric), Fall 2022
ENGL 2111: World Literature I, Fall 2021
ENGL 2112: World Literature II, Fall 2020 [Hybrid]
ENGL 1101: Composition I (Advertising), Fall 2019
ENGL 1101: Composition I (Literacies), Fall 2018

Georgia Tech

ENGL 1102: The Medieval Fantastic, Spring 2018
ENGL 1101: Medievalist Games, Fall 2017
ENGL 1102: Paradise Lost, Spring 2017
ENGL 1101: History and Use of English, Fall 2016
ENGL 1102: King Arthur in Space and Time, Spring 2016
ENGL 1101: Board Games, Fall 2015

Emory University

ENG 205: Poetry, Spring 2013
ENG 181: Magical Writing, Spring 2011
ENG 101: New Media and Public Discourse, Fall 2010

Awards

Staff Member of the Month Award, May 2022.
North Star Award, University of North Georgia, 2021.
Professional Tutor of the Year, Southeastern Writing Center Association, 2017.
Graduate Tutor of the Year, Southeastern Writing Center Association, 2015.
Tom Waldrep Scholarship, Southeastern Writing Center Association, 2015.

Service

Hiring Chair for Full-Time Positions

Academic Coach (Gainesville), November 2021.

Tutoring Services Associate (Cumming), December 2020.

Assistant Director of Tutoring Services (Dahlonega), May 2020.

Tutoring Services Associate (Cumming), May 2019.

Member, Writing Across the Curriculum Committee, 2022-present.

Pathway+ Partnership between SI and Tutoring, 2021-2023.

- Brainstorm ways to form grant-funded joint positions to support students in P+
- Conduct outreach to faculty and students to hire for joint positions

Editor for UNG Faculty (at Request), 2018-present.

- Edited article or chapter manuscripts in Education, Business, Math, and English

Editor for Dissertations, Higher Education Leadership and Practice Ed. D. Program, 2020-present.

- Edited 32 dissertations to date for conformity with APA and departmental standards

Staff Representative, ACTT Faculty Senate Committee, 2019-present.

Hiring Committee Member, Writing and Communication Program, 2018.

Textbook Committee Member, Writing and Communication Program, 2016-2018.

Assessment Committee Member, Writing and Communication Program, 2016-2018.

Copy Editor, Southern Discourse in the Center, 2016-2017.

Judge, Undergraduate Research Symposium, 2016-2018.

Portfolio Assessor, Writing and Communication Program, 2015-2018.

Communication Center Committee Member, 2015-2018.

Curricular Innovation Committee Member, Writing and Communication Program, 2015-2017.

Graduate Tutor, Maynard Jackson High School, 2014.

Committee Member, First Year Composition Assessment, Writing Program, 2014-2015.

Graduate Assistant, British Studies Program, Regent's Park College, Oxford, UK, 2012.

Editor, Spenser Review, 2010-2012.

Judge, SIRE-sponsored Undergraduate Research Symposia, 2010-2015.

Founding Member, Medieval and Early Modern Colloquium, 2010-2015.

Department Representative, Graduate English Advising Committee, 2009-2011.

Other Editing Work

Index, *The University of North Georgia: 150 Years of Leadership and Vision*. Ed. Michael Lanford, Katherine Rose Adams, Jason Mayernick, 2023.

Selected Trainings

IWCA Summer Institute, 2022 (1 week intensive training)

Staff Leadership Development Program, 2021-2022 (48 hours of training)

Green Zone Training, Spring 2021

Facilitating Learning Online Certification (FLOC), DETI, 2020

New Supervisor Training Program, Spring 2020 (30+ hours of training)

Safe Space and Safe Zone Training, Spring 2016, Spring 2019, Spring 2022

IRB Training, Fall 2015-present

Languages

English (fluent), French (basic), Old English (reading/teaching), Middle English (reading/teaching), Latin (reading/teaching).

Professional Associations

International Writing Center Association

Southeastern Writing Center Association

Southeastern Learning Center Association