

TO: Cyndi Headley, English 308 Instructor, and the English 308 class

FROM: Cyndi Headley, English 308 Instructor

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SUBJECT: Self-introduction, including knowledge of technology

In order for the English 308 class to function effectively, we must know each others' levels of knowledge and familiarity with many software programs. Additionally, because many of us will be working together on projects, we also should know some personal information about each other that will help in deciding what types of roles suit each person as we collaborate on projects.

Background

I have taught various English courses for over ten years, and I possess strong editing skills. Born and raised in California, I consider San Diego my home, and I enjoy the many things San Diego has to offer: surfing, theater, and professional sports teams. Yes, I am both a Padres and a Chargers fan, which can, at times, prove challenging. Currently, I live in Tucson, pursuing a PhD in English literature, with a focus on the early modern period (a period most know as the Renaissance), and I plan on taking my doctoral exams in September 2009. Prior to entering the doctoral program at the University of Arizona, I finished an MA in Literature and Writing at the California State University, San Marcos. There, I focused on contemporary and popular American culture, researching how images and textual representations of disability both reflect and contribute to cultural attitudes toward disability and the disabled. I have taken this research into the early modern period, looking particularly at characters in plays written by both female and male playwrights. As a teacher, I enjoy leading a group as well as learning from others and can take on a support role. While I can be detail oriented, my greater strength lies in my ability to see the "big picture," figuring out how a variety of seemingly disparate things can work together.

Technological Knowledge

As a writer, I use Microsoft Word on an almost daily basis in a variety of ways: research papers, assignment sheets, letters, and outlines. I am quite comfortable navigating Word's toolbars and frequently use keyboard commands. Recently, I started creating web pages as a central means of instruction in my teaching, and I used Google pages as my web editor. Currently, Google is switching over to a new editor, Google sites, and I am waiting for the automatic transfer that Google promises will be "soon." Additionally, I use email regularly to communicate professionally with other academics, as well as to address concerns in other areas, such as contacting medical insurance representatives about billing errors or stating my position on issues to congressional representatives.

I am confident that each person has something valuable to add that will benefit all of us in this course. My main goal in teaching this course is to increase everybody's technical writing abilities, including my own.