

Susan Otway-Charles
 37 Hubert Rance Street
 Vistabella, San Fernando
 Trinidad, W.I.

Tel.: (Home) (868) 652-2585; (Office) (868) 662-2002 Ext 83822;
 (Cell) (868) 620-6381

OBJECTIVE

I am intent on contributing meaningfully and holistically to education and teacher education in our nation, to see teachers developed to their full potential.

EDUCATION

2010 to present	Doctor of Philosophy in Education (in progress)	University of the West Indies, St. Augustine
1996 to 2007	Master of Philosophy in Education	University of the West Indies, St. Augustine
1994 to 1995	Diploma in Education (Option: Teaching of Foreign Languages)	University of the West Indies, St. Augustine
1981 to 1984	Bachelor of Arts degree (French, Literature, Sociology)	University of the West Indies, St. Augustine
1977 to 1979	G.C.E. Advanced Level <i>French, Spanish</i> Ordinary Level <i>General Paper, History</i>	Naparaima Girls' High School, San Fernando
1971 to 1977	G.C.E. Ordinary Level <i>English Language, Literature, Geography, History, Spanish, French, Mathematics</i>	St. Peter's Secondary School, Pointe-a-Pierre
1965 to 1971	Common Entrance Examination	St. Peter's Primary School, Pointe-a-Pierre

WORK EXPERIENCE

SCHOOL OF EDUCATION, UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

Temporary Assistant Lecturer (Teacher Education/Foreign Language Education) September 2010 to present

MINISTRY OF EDUCATION, ALEXANDRA STREET, ST. CLAIR, PORT OF SPAIN

St. Joseph's Convent, San Fernando

Dean

Teacher III (French, Communication Studies) October 2007 to September 2010

School Coordinator, National Certificate of Secondary Education (NCSE) August 2003 to September 2010

Acting Vice-Principal September 2006 to July 2010

Acting Principal September 2008 - February 2009

Graduate Teacher [French/Coordinator of French Department (1994 – 1997)] November 21- 28 2008

Bishop Anstey High School, Port of Spain February 1988 -November 1997

Graduate Teacher (French and English – temporary position) October - December 1987

SCHOOL OF EDUCATION, UNIVERSITY OF THE WEST INDIES, ST. AUGUSTINE

Part-time lecturer (Teaching of Modern Languages, Diploma in Education)

May 2010; April/May 2009;
 August 2008; May 2008;

Part-time tutor (Foundations in Education, Diploma in Education)	May 2007; May 2004 July/August 2007
Lecturer (Foreign Language Education; Foundations in Education, Dip. Ed./Cert.Ed.; Coordinator of Electives Programme; Assessment and Research team, Diploma in Education Programme)	December 1997- July 2003
<u>CARIBBEAN EXAMINATIONS COUNCIL, BARBADOS</u> Oral examiner—French (Caribbean Secondary Examination Certificate [CSEC])	April 2009; 2008; 2007; 1997; 1996; 1995; 1994; 1993; 1992; 1991
<u>CARIBBEAN EXAMINATIONS COUNCIL, BARBADOS</u> Assistant examiner [Caribbean Advanced Proficiency Examination (CAPE), French (Jamaica)]	July/August 2008
<u>CARIBBEAN EXAMINATIONS COUNCIL, BARBADOS</u> Assistant Examiner – French	July 1997; 1996; 1995; 1994; 1993; 1992
<u>ALLIANCE FRANÇAISE, SAN FERNANDO</u> Teacher of French (evenings; adults and secondary school students)	February 1988 - September 1991
<u>KRÜGER FAMILY, KLEIN WIERSHAUSEN, GERMANY</u> "Au pair" girl (children's nanny)	September 1986 - July 1987
<u>PÖLLET FAMILY, HEIDECK, GERMANY</u> "Au pair" girl (children's nanny)	August 1985 - June 1986
<u>MINISTRY OF EDUCATION, FRANCE – "LYCÉE MARIETTE", BOULOGNE-SUR-MER, FRANCE</u> English Language Assistant Teacher in French secondary school	October 1984 - May 1985
<u>NATIONAL PETROLEUM MARKETING COMPANY LIMITED</u> Temporary employee - clerk in Industrial Relations Department	July/August 1985; July – September 1984
<u>REPUBLIC BANK OF TRINIDAD AND TOBAGO LIMITED</u> Temporary employee - Cashier	July - September 1983; July – September 1982
Counter Clerk/Cashier - trained	July 1979 - September 1981

RESEARCH/PUBLICATIONS

April 2 2013

Research Seminar 1 for PhD in Education

'On a quest to develop 'intelligent novices'--A closer look at what modern language teacher graduates of a teacher education programme perceive about their professional development; a look at its application in their practice and stakeholders' views of their practice.'

June 2012

Joint presentation on the Integration of Mathematics in the teaching and learning of foreign languages.
Mathematics Symposium at School of Education, UWI, St. Augustine

Dec 2007

Master of Philosophy (M.Phil.) in Education (research on foreign language teacher education)

August 2003 to 2005

Funded by Dean's Award, Faculty of Humanities and Education, University of the West Indies, St. Augustine
Joint project with Dr. Beverly Carter to set up Language Learning and Teaching Forum on the Internet.

November 2001

American Council on the Teaching of Foreign Languages' annual conference in Washington D.C., USA.
Presentation on Foreign Language teacher education

January 2001

Centre for International Education, University of Sussex Institute of Education.

Joint author of Multi-Site Teacher Education Research Project (MUSTER) Discussion Paper: "Primary Teacher Trainees in Trinidad and Tobago: Characteristics, Images, Experiences and Expectations."

September 1998 to January 2000

Multi-Site Teacher Education Research Project (MUSTER) – data collection. Joint presentation of paper at Conference – "Controversies in Education" – in April 1999

PROFESSIONAL/PUBLIC SERVICE

August 2013

Workshop on Leadership Skills for Prefects conducted for St. Joseph's Convent, St. Joseph as part of a team from the Continuing Professional Development and Outreach, UWI, St. Augustine.

January 2013 to present

Assistant Secretary on Executive Committee of Parents - President's Award Programme, Southern Committee

August 2012

Workshop on Leadership Skills for Prefects conducted for St. Joseph's Convent, St. Joseph as part of a team from the Continuing Professional Development and Outreach, UWI, St. Augustine at Emmaus Centre, Arima

October 2010 to present

Committee Member and Secretary of the Presentation College Parents' Council (San Fernando)

June 2009

Conducted session on Caribbean Advanced Proficiency Examination (CAPE) at Parvati Girls' Hindu College's Professional Development Day

March-April 2008

Student exchange with Internat St. Joseph, French Guiana—accompanying teacher

November 7-10 2007

Réseau International Francophone des Etablissements de Formation de Formateurs (RIFEFF) (Network of French-speaking institutions for the training of trainers) international colloquium at Institut Universitaire de Formation des Maîtres (IUFM), Les Abymes, Guadeloupe. Invited by IUFM, especially for meeting of Caribbean contingent (Guadeloupe, Cuba, Haiti, St. Lucia, Trinidad & Tobago) to discuss prospective exchanges.

September 2007

Induction for new teachers, St. Joseph's Convent, San Fernando

May 2007

Member of team preparing an instructional package for the teaching of CAPE Communication Studies (Ministry of Education, RCLRC, McBean, Couva)

September/October 2006

Clinical supervision of colleague at St. Joseph's Convent, San Fernando

September 2006

Conducted Induction workshop for beginning and new teachers, St. Joseph's Convent, San Fernando

September to October 2005

Clinical supervision of 3 new teachers, St. Joseph's Convent, San Fernando

March 2004 to April 2007

T&TUTA Staff Representative, St. Joseph's Convent, San Fernando

July 2003

Visit to and facilitator at Success Laventille Composite for session with Foreign Language teachers on methods, on request of the Coordinator of Foreign Languages Department

November 2002

Presentation on Portfolios at workshop for Spanish teachers at Rudrunath Capildeo Learning Resource Centre, MacBean, Couva

January 2002 to May 2002

Coordinator for AECI/UWI/SELA/Ministry of Education workshops for Spanish teachers in Trinidad and Tobago

January 2002

Member of organizing team for Multi-Site Teacher Education Research Project (MUSTER) Symposium, University of the West Indies, St. Augustine.

December 2001

Participated in CARICOM/SELA Seminar on the Teaching of Spanish in the Caribbean, Caracas, Venezuela, representing School of Education, Faculty of Humanities and Education, St. Augustine.

Presentation: "The Use of Technology in Foreign Language Education"

March 2000

Conducted session at workshop at St. Augustine Community College—"Making the Classroom Work"

May 1999

Participated in Caribbean Examinations Council (CXC) seminar on item-writing for French multiple choice examination

1998

Conducted workshop (joint effort) on marking of CXC French at Rudrunath Capildeo Learning Resource Centre, MacBean, Couva

1998

Reviewed proposed Caribbean Advanced Proficiency Examination (CAPE) (CXC) syllabus for French

1990-1992

Secretary, French Teachers' Association of Trinidad and Tobago

1982-1983

President, French Society-University of the West Indies, St. Augustine, Trinidad

OTHER COURSES/WORKSHOPS

April 14-16 2014

School of Education, University of the West Indies

Mixed Methods Research conducted by Prof. A. Onwuegbuzie (Professor, Sam Houston State University, Texas) and Dr. Cindy Bengé (Adjunct Instructor, Sam Houston State University, Texas)

February 5, 2014

School of Education, University of the West Indies

Blended learning: An introduction to emerging technologies in education (crosswords; voki)-workshop conducted by Justin Zephyrine, Centre for Excellence in Teaching and Learning (CETL), UWI

Sept 2013

School of Education, University of the West Indies

Using Blackboard Collaborate for blended learning conducted by Dr. Madgerie Jameson-Charles, Lecturer, School of Education

July 2013

School of Education, University of the West Indies

Using Skype for blended learning conducted by Sandra Figaro-Henry, Educational Technologist, School of Education

June 12-15, 2013

International Society for Language Studies Conference - San Juan, Puerto Rico

June 17-20, 2013

13th Thinking Qualitatively Workshop Series - Edmonton, Canada

May 21, 2013

School of Education, University of the West Indies

Research methodology: Key considerations in research conducted by Dr. Erik Blain, Centre for Excellence in Teaching and Learning (CETL), UWI

May 20, 2013

Preparing your course for online/blended learning conducted by Diane Thurab-Nkosi, Centre for Excellence in Teaching and Learning (CETL), UWI

May 15, 2013

Google Applications in Teaching and Learning conducted by Diane Thurab-Nkosi and Justin Zephyrine., Centre for Excellence in Teaching and Learning (CETL), UWI

December 3-6, 2012

Center for Language Learning, University of the West Indies

The Common European Framework of Reference (CEFR) conducted by Mr. Frank Heyworth, Language Consultant, Founder of EAQUALS

October 11, 2012

Instructional Development Unit (IDU), University of the West Indies

Blended Learning: Emerging technologies in Education conducted by Justin Zephyrine and Diane Thurab-Nkosi

June 5, 2012

Instructional Development Unit (IDU), University of the West Indies

Writing for Publication I" conducted by Dr. Erik Blair, IDU, UWI

April, 2012

Instructional Development Unit (IDU), University of the West Indies (UWI)

"Using One Note"

January, 2012

Instructional Development Unit (IDU), University of the West Indies (UWI)

"Teacher-Student Interaction"

October, 2011

Instructional Development Unit (IDU), University of the West Indies (UWI)

"Illuminate" conducted by Dr. Madgerie Jameson

June, 2011

Instructional Development Unit (IDU), University of the West Indies (UWI)

"MyElearning" conducted by Diane Thurab-Nkosi

2011

School of Education (SoE), University of the West Indies (UWI)

"Blended Learning" series conducted by Professor Christopher Fowler, Mrs. Sandra Figaro-Henry, Dr. Debra Ferdinand

June 1, 2010

St. Joseph's Convent, San Fernando

"Alternative Assessment" conducted by University of the West Indies, School of Education, Continuing Professional Development and Outreach Unit

January 2010

St. Joseph's Convent, San Fernando

"Conflict Management" conducted by Valerie Taylor, Education Consultant

July 2009

Ministry of Education, Victoria District

"Child Rights Legislation"

June 2009

St. Joseph's Convent, San Fernando

"You and Your Money" conducted by Susan Romano-Davis, Financial Consultant

May 2009

The School Leadership Center of Trinidad & Tobago –

"Breakfast with Leaders", Neal & Massy Training Centre, Port of Spain

"Collegial Coaching in the Trinidad Context, How and Why it Works to Build Leadership Skills in the School Environment."

March 2009

Ministry of Education/Caribbean Examinations Council, Rudrunath Capildeo Learning Resource Centre, MacBean, Couva
Workshop for teachers of Communication Studies

August 2008

St. Joseph's Convent, San Fernando (professional development)

"Image Matters" conducted by Catherine Gordon & Associates Image Design

September 2007

St. Joseph's Convent, San Fernando

Essential Skills for the Love and Logic Classroom

May 2007

Centre for Language Learning, University of West Indies, St. Augustine

Workshop for teachers of Foreign Languages (CAPE)

February 2007

Ministry of Education, Rudrunath Capildeo Learning Resource Centre, MacBean, Couva

Workshop on public speaking for teachers of Communication Studies (CAPE)

November 2006

Ministry of Education, Rudrunath Capildeo Learning Resource Centre, MacBean, Couva

Workshop for teachers of Communication Studies (CAPE)

September 2005

Ministry of Education, Rudrunath Capildeo Learning Resource Centre, MacBean, Couva,

Workshop for teachers of Communication Studies (CAPE)

October 2004

Institut Supérieur d'Études Francophones, Schoelcher, Martinique

Course for French teachers - pedagogy

April 2004

Ministry of Education, held at Campus House, St. Augustine

Focus Group Discussion on Communication Studies (CAPE)

April 2004

Alliance Française of Trinidad and Tobago

Course for French teachers

January 2004

Alliance Française of Trinidad and Tobago

Course for French teachers

November 2003

Ministry of Education, Rudrunath Capildeo Learning Resource Centre, MacBean, Couva

Communication Studies (CAPE) workshop (CXC/Ministry of Education)

June 2003

Instructional Development Unit, University of the West Indies, St. Augustine

Web CT workshop

April 2003

Instructional Development Unit, University of the West Indies, St. Augustine

Nuts and Bolts of Online Course Design

Sept 2001 - April 2002

Centre for Language Learning, University of the West Indies, St. Augustine

Intermediate Spanish II & III

Oct 2001

Instructional Development Unit, University of the West Indies, St. Augustine

"Marketing Your Research" conducted by Malcolm Doney (author, England)

Sept 2001

School of Education, University of the West Indies, St. Augustine

Educational Technology – presentation of software by Illuminat

Sept 2001

Social Sciences Computer Laboratory, University of the West Indies, St. Augustine

Project Management Workshop, using Microsoft Project, organized by School of Education

May 2001

Centre for Language Learning, University of the West Indies, St. Augustine

Tandberg workshop—presentation by Teleste of modern software for use in teaching Foreign Languages

May 2000

Centre for Language Learning, University of the West Indies, St. Augustine

Workshop on Teaching of Foreign Languages—emphasis on use of the Internet in instruction

January 1996

Institut Universitaire de Formation des Maîtres, Schoelcher, Martinique

Methods Course for French teachers

July 1996

Personalized Computer Services Limited, San Fernando

Computer Literacy – Beginner Level

July 1993

Conservatoire National des Arts et Métiers/Institut Universitaire de Formation des Maîtres, Martinique

Stage de Didactique du Français – Langue Etrangère (Methods Course for French teachers)

June 1992

Alliance Française, Trinidad and Tobago

Diplome Supérieur d'Etudes Françaises Modernes (Higher Diploma in French Studies)

September 1990 to July 1991

NIHERST – School of Languages, Trinidad and Tobago
Elementary Portuguese I, II and III
September 1986 to May 1987
Volkshochschule, Goettingen, Germany
German Intermediate Level

HOBBIES/SPECIAL INTERESTS

Reading, walking, hiking, swimming, theater, yoga

REFEREES

Dr. Jennifer Yamin-Ali Lecturer/Coordinator, Diploma in Education Programme
School of Education, Faculty of Humanities and Education, University of the West Indies, St. Augustine, Trinidad
Jennifer.Yamin-Ali@sta.uwi.edu or @yahoo.com
Tel.: 662-2002 Extension 83560

Dr. Susan Herbert Lecturer/Deputy Dean Distance and Outreach
School of Education, Faculty of Humanities and Education, University of the West Indies, St. Augustine, Trinidad
susan.herbert@sta.uwi.edu
Tel: 662-2002 Extension 83815

Dr. Winford James Lecturer/Chair, Graduate Studies & Research, School of Education
School of Education, Faculty of Humanities and Education, University of the West Indies, St. Augustine, Trinidad
winford.james@sta.uwi.edu
Tel. 662-2002 Extension 83826

PERSONAL DATA

DATE OF BIRTH: 23rd May 1960
NATIONALITY: Trinidadian
RELIGION: Anglican
MARITAL STATUS: Married