

Resume

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
CGPA: 3.72 on the scale of 4

FALL 2008
Magna Cum Laude

BAF SHAHEEN COLLEGE, DHAKA
Elementary- HSC

1991-2004

WORK EXPERIENCE

1. Senior Lecturer (Full Time)

Department of English & Modern Languages, North South University

From September 2011- Present (Promoted from Lecturer to Senior Lecturer in 2019)

Job Description-

Teaching composition courses, teaching theories and history of English language, teaching public speaking courses, coordinating EAP courses, coordinating teaching assistants, organizing international conferences, convening different departmental activities 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. Book Chapter: Co-authored a book chapter titled “Introducing the Process Writing Approach of an Overcrowded EFL Classroom at a University in Bangladesh: An Empirical Study.” The chapter is available in the edited book titled ‘New Approaches to the Investigation of Language Teaching and Literature’, edited by Aitor Garcés-Manzanera and María Encarnacion Carrillo García. The chapter ranges from the pages 101-122. The book was published by IGI Global in 2023.

DOI: 10.4018/978-1-6684-6020-7.ch006

2. Paper: Co-authored a paper titled “How society influences the position of the foreign language in deciding a country’s language planning and policy” which was published by **Journal of Education, SAGE Publishers** under Boston University.

Article link: <https://journals.sagepub.com/doi/full/10.1177/0022057419877396>

3. 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, Bangladesh on 28th June, 2018.

4. 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.

5. **Accepted conference paper:** Co-authored paper titled “Digital Journalism and the Bangladesh Crisis: Addressing Misinformation and Media Challenges” was accepted at the BELTA-NSU International Conference, 2024.

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. 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. Content composing and editing for DEML page in NSU website
2014
5. Career fair brochure content editing
2018
6. Conducted a Public Speaking Workshop for IEEE NSU IAS Student Branch Chapter in June, 2023.
7. UG admission test scripts marking
8. DEML freshmen advisor
2023-present

Other Contributions, Experiences & Trainings:

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 & Anchoring committee)
3. IQAC internal review subcommittee member for TESOL
4. Completed IQAC organized faculty training and received certificate (2018)
5. Co-Convener: Olympiad Committee. DEML Language League, 2019
6. Co-convener: English Language. DEML Language League, 2021/22
7. Convener: Hall, Logistics & Volunteers (Sub-Committee). DEML International Conference 2022
8. Coordinator: Hall, Logistics & Volunteer. BELTA NSU International Conference 2024

9. Participated in the SHSS Grant Writing Workshop conducted by Dr. Kathryn Northcut, Fulbright Specialist, OR NSU.

Other Work Experiences (Outside NSU)

1. **Peer reviewer** for **Journal of Education** under SAGE Publications.
2. Worked as an **examiner under BUP** (Bangladesh University of Professionals)
3. 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)
4. Conducted **teacher training workshop** for BSc. in Nursing teachers at OGSB Hospital, 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

- Associate Professor, American University in Dubai, UAE
kkarim@aud.edu