

Zainab Saeed Khurshid

Language Instructor
English Language Institute
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OBJECTIVES

- ❖ To make a shift in the orthodox teaching-learning process based on teacher-centered classroom
- ❖ To promote students' autonomy by making them in-charge of their own learning
- ❖ To adopt an eclectic approach keeping in view students learning level and learning styles, both
- ❖ To alter teaching methodologies in accordance with the prevalent action research

TEACHING PHILOSOPHY

I have fairly innovative approach towards teaching-learning process. I believe in students' autonomy in the classroom with the teacher acquiring the role of a counselor. This shift in the roles is the actual demand of the present-day scenario. My philosophy of teaching is truly reflective of the fact that we must bridge the gap between theory and practice and make classroom teaching truly beneficial to the students and aim at yielding fruitful results that are evident not only from students' formal grades but also be noticeable from their achievements in their practical life in the long run.

WORK EXPERIENCE

English Language Instructor

Jazan University, Jazan, KSA (November 9, 2011 to Present)

- Teaching Preparatory Year “English Language Courses” to classes averaging 40-45 students

- 2021-Present: Working as the head of the Review Committee for upper-intermediate courses' that is part of "Teaching and Learning Unit" at Eli. The jobs include:
 - Exam model papers' preparation
 - Exam papers' evaluation
 - Course books' review
 - Course & Examination manuals' preparation and review
 - Supplementary material designing for the courses
 - Assignments' preparation
 - Report writing for various reviews
 - Conducting teaching and assessment workshops
- 2022-Present: Working as a dynamic and self-motivated member of Quality Assurance Unit at Eli
The responsibilities include:
 - Reviewing the course files prepared by different colleges
 - Preparing documents related to CEA

- Preparing Course Reports for TESOL courses run by ELI
- 2022- 2023: Member of the Research Training Unit at Eli
- August 2012-June 2016: Supervised the ELi (English Language Institute) run courses for the Preparatory Year Program for 5 years. Responsibilities included all aspects of campus operations:
 - program planning and implementation as per the rules set by Eli and campus administration
 - Exam papers' preparation and evaluation
 - Planning and conducting exams
 - staff evaluation
 - Orientation Programs for students and teachers, both
 - student disciplinary committees' formulation
 - Planning and executing English Club activities
 - Students' Council initiative with the name of 'Pep Talk Council'
 - Arranging professional development seminars for teachers

English Language Instructor

Arab Open University, Riyadh, KSA, 2009-2011

- Taught Elementary level courses to preparatory year students
- Taught “Short Story and Essay Writing” to graduate students

English Language Instructor

Saudi Academy, Arab Open University, Jazan, KSA, 2008-2009

- Taught English Language Courses to Arab Open University’s preparatory year students of graduate level

Social Studies Teacher

Middle East International School, Riyadh, Saudi Arabia, 2005-2008

- Taught Social Studies to elementary level students

English Language Teacher

Islamia Taleemul Quran High School, Abbottabad, Pakistan, 2000-2005

- Worked as a Program Coordinator
- Taught English to elementary and pre-intermediate students
- Managed program development and evaluation, curriculum and instruction, teacher training

HIGHLIGHTS OF RESEARCH WORK

- ‘The Charismatic Blend of learning and Teaching Styles in the Cross-Cultural Scenario of Jazan University’: A research paper presented in 2nd GLOBAL CONFERENCE on LINGUISTICS and FOREIGN LANGUAGE TEACHING, LINELT-2014, Dubai – United Arab Emirates, (December 11 – 13, 2014); published by El-Sevier.
- ‘Curriculum Designing in the Arena of Effective Communication: A Paradigm Shift from Teacher Centered to Learner Centered Approach: A book published with the co-Author Dr. Shalini Chakranarayan by LAP LAMBERT Academic

Publishing, Germany (December 21, 2015).

- ‘Learners’ Autonomy: A Critical Study of its Stance in the Past, Present and Future Pedagogies’; A research paper published in “International Journal of English and Literature” (ISSN (Online): 2249-8028; ISSN (Print): 2249-6912; Impact Factor (JCC): 5.9876; Index Copernicus Value (ICV): 62.92; NAAS Rating: 3.12.

PROFESSIONAL TRAININGS / WORKSHOPS

- Feb.2, 2023: “Alternative Data Sources and Research Perspectives”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Jan.30, 2023: “Writing your First Literature Review”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Jan. 23, 2023: “Research Writing Article”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Jan. 17, 2023: “Qualitative and Quantitative Research Approaches”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.

- Jan.2, 2023: “Research Problems”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Dec. 28, 2022: “Task Based Learning”, Teaching and Learning Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Dec. 19, 2022: ‘Making Documentation Easy, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, KSA.
- Oct. 26, 2022: “Research Ethics”, Scientific Research Unit, English Language Institute (ELI), Jazan University, Jazan, Saudi Arabia.
- Oct. 12, 2022: “How To Select a Journal for Publication’’, Scientific Research Unit, English Language Institute, Jazan University, Jazan, Saudi Arabia.
- Sept. 28, 2022: “Reference Management’’, Scientific Research Unit, English Language Institute, Jazan University, Jazan, Saudi Arabia.
- Sept. 26, 2022: “Research Paper Writing: Insights, Nuances and Perspectives’’, Scientific Research Unit, English Language Institute, Jazan University, Jazan, Saudi Arabia.

- Sept. 14, 2022: “Research Methodology: An Overview”, Scientific Research Unit, English Language Institute, Jazan University, Jazan, Saudi Arabia.
- Sept.12, 2022: “Structure of Research Components in Applied Linguistics”, Scientific Research Unit, English Language Institute, Jazan University, Jazan, Saudi Arabia.
- March, 2013: ELC Information Technology-Short Course Certificate (MS Word, MS PowerPoint, MS Excel, Internet and Email)
- June 4, 2014: Sharing Our Good Practices-Dealing with Mismatches Between the Curriculum and Student’s Language Level (2 hours)
- May 4, 2015: A Practical Approach to Critical Thinking: Building Blocks
Conducted by Cambridge University Press, UK (One day)
- August 24, 2016: Propell Workshop for the TOEFL iBT Test-L/R/S/W (8 hours)
Conducted by the Official Developer of the TOFEL Test

ACHIEVEMENTS' HIGHLIGHTS

- 2014-2015: Top Teacher (1st Place) by the Teachers' Evaluation Committee, ELI- Jazan University, KSA
- 2014-2015: Best Coordinator Certificate for leading the best teaching team at ELI, Jazan University, KSA
- April 4, 2017: Best Research Paper certificate, Paper Title: Learners' Autonomy - A Critical Study of its Stance in the Past, Present and Future Pedagogies, Edition Date : 30/4/2017
- June 16, 2022: Appreciation certificate for participation in Ambassador's Initiative/project as a presenter at various university's campuses.

Presentation topics included:

- Professional Communicational Skills in Medicine at Applied College, Jazan University
- Professional Communication Skills-Writing Email and Cover Letter for Jobs/ Business at Nursing College, Jazan University, Jazan
- Professional CV Writing Skills at Nursing College
- How to Present a Graduation Project? - Skills and Techniques at Computer Science College
- Sept.14., 2022 Presented at the Research Training Sessions organized by Scientific

Research Unit at ELi for Faculty Training in research on the Topic ‘Research Methodology, an Overview’.

- June, 2021-2022 Appreciation Certificate awarded by TLU for varied services performed during the Academic Session

EDUCATION

- M.A. English Language and Literature, Peshawar University, Pakistan, 1999
- B.A. English Literature and Law, Peshawar University, Pakistan, 1997
- B.Ed., Functional English, Curriculum Designing and Modern Approaches to Teaching, Peshawar University, Pakistan, 2000

COMPUTER LITERACY

- Adept in using MS office, Zoom App and Blackboard App

INTERESTS

- Exploring prevalent Action Research in education
- Spending time with my family

PERSONAL SKILLS

- Able to work in larger teams and create productive relationships with the team members
- Able to stay calm in unfavorable situations
- Able to meet deadlines promptly
- Effective communicator with excellent planning, organizational, and negotiation strengths as well as the ability to lead, reach consensus, establish goals, and attain results

REFERENCES

- Will be provided on request