

LIZ MUSGROVE

Instructional Assistant Professor

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EDUCATION

2005 | The University of North Texas

Master of Arts, English

2003 | The University of North Texas

Bachelor of Arts, Language and Composition

Magna Cum Laude

TEACHING EXPERIENCE

Texas A&M University at Galveston

Instructional Assistant Professor | January 2023 – Present

- Teach Technical and Professional Writing (ENGL 210), an undergraduate course covering writing for professional rhetorical situations, including job application materials, business correspondence, researched proposals, technical instructions, effective visual rhetoric and document design for documents and presentations in print and digital media, citation styles, and collaborative writing
- Taught Composition and Rhetoric (ENGL 104), an undergraduate course covering referential and persuasive researched essays, analytical reading skills, critical thinking, documentation styles, and library research skills
- Taught Directed Study – Creative Nonfiction (ENGL 485), an undergraduate course for an individual student covering the practical study and application of literary nonfiction, memoir, and related nonfiction forms, with significant time and attention given to student writing, expert review, preparing manuscripts for publication, and readings from authors in the genre
- Facilitate 4 in-person course sections each long semester

San Jacinto College, South Campus

Part-Time English Instructor | February 2017 – May 2021

- Taught Composition I (ENGL 1301), an undergraduate course covering writing processes, academic and professional diction, using standard edited English, effective rhetorical choices, citation styles, and writing academic essays in descriptive, narrative, and analytical modes
- Taught Composition II (ENGL 1302), an undergraduate course covering rhetoric and rhetorical fallacies, effective argumentation, rhetorical analysis, research methods and resources, citation styles, and source documentation
- Facilitated 4 course sections each long semester. Taught both in-person and online in synchronous and asynchronous formats via Blackboard and Collaborate
- Collaborated with College Preparatory faculty to enhance student success in ENGL 1301 sections with developmental course co-requisites for English as a Second Language and other college preparatory learners

North Lake College, North Campus

Adjunct, English | January 2009 – December 2010

- Taught Composition I (ENGL 1301), an undergraduate course covering writing processes, academic diction, using standard edited English, effective rhetorical choices, citation styles, and writing academic essays in descriptive, narrative, and analytical modes
- Taught Composition II (ENGL 1302), an undergraduate course covering rhetoric and rhetorical fallacies, effective argumentation, rhetorical analysis, research methods and resources, citation styles, and source documentation
- Facilitated one in-person course section each long semester
- Maintained online course presence, including gradebook, lecture notes, assignments, supplemental readings, and discussion boards via Blackboard

The University of Texas at Dallas

Adjunct, Undergraduate Education | August 2006 – December 2006

- Taught Freshman Seminar (UNIV 1010), a one-credit undergraduate course for first-time-in-college students covering the following topics: effective oral and written communication, document and presentation design, organization and time management skills, academic life, and major-related campus resources and programs
- Facilitated one in-person course section
- Maintained online course presence, including gradebook, lecture notes, assignments, and discussion boards via Blackboard

The University of North Texas

Academic Assistant, English | August 2003 – May 2005

- Provided course support for sophomore world literature survey courses (ENGL 2210 and 2220)
- Performed course materials preparation, attendance, grading, tutoring, and mentoring

ADVISING & ADMINISTRATIVE EXPERIENCE

Texas A&M University at Galveston

Academic Advisor II, Research and Graduate Studies | September 2021 – January 2023

- Responsible for recruitment, admissions counseling, and orientation for all graduate programs
- Coordinated and supervised Graduate Student Ambassador participation in recruitment, orientation, and other graduate student support services
- Wrote, revised, and updated content for Graduate Studies website and departmental pages related to graduate programs
- Facilitated prospective student campus visits, face-to-face and online information sessions, on-campus and online New Graduate Student Orientation, and faculty admissions committee training sessions
- Updated and maintained website recruitment tools and online graduate admissions applications
- Wrote standard operating procedural manual for graduate recruitment, counseling, and orientation

The University of Houston–Clear Lake

Enrollment Management Counselor, Office of Admissions | August 2014 – May 2016

- Responsible for recruitment and admissions counseling for all graduate programs
- Represented institution at TACRAO Swing recruitment events across Texas and Louisiana. Facilitated information sessions and recruitment tables.
- Consulted with associate deans on recruitment targeting and collaborative recruitment efforts with program faculty
- Wrote standard operating procedural manual for graduate enrollment counselors

Dallas College North Lake Campus

Coordinator of Evening/Weekend Instruction, North Campus | July 2008 – May 2010

- Advised students in student–faculty dispute resolution process
- Resolved operational and instructional issues related to security, maintenance, library and test center, classroom assignments, enrollment management, and faculty and staff training needs
- Coordinated student events
- Created online Blackboard community with support and resources for faculty related to student retention
- Wrote content for student handbook

The University of North Texas

Academic Advisor II, College of Engineering | June 2007 – July 2008

- Advised undergraduate freshman and sophomore computer science, engineering, and engineering technology majors about degree plans, course planning, academic probation, and graduation.
- Advised prospective transfer students on course equivalencies and degree requirements
- Redesigned and updated content and advising forms for departmental new student orientation presentations and processes. Co-facilitated orientation sessions.
- Wrote, revised, and updated content for advising office website and supervised graduate assistant programmer
- Assisted associate dean with updating university catalog content

The University of Texas at Dallas

Academic Advisor II, Erik Jonsson School of Engineering and Computer Science | October 2005 – June 2008

- Advised undergraduate computer science and engineering majors about degree plans, course planning, academic and scholarship probation, and graduation.
- Advised prospective transfer students on course equivalencies and degree requirements
- Created and maintained advising office Facebook page
- Wrote monthly advising newsletter for students

PROFESSIONAL DEVELOPMENT

Effective Teaching Practices Certificate | Expected Completion: May 2025

Offered by the Association for College and University Educators (ACUE). Topics covered in this year-long course include

- Promoting a civil learning environment
- Helping students persist in their studies
- Providing useful feedback
- Developing effective class sessions
- Teaching powerful note-taking skills
- Promoting active learning
- Facilitating engaging discussions
- Ensuring learner-centered course outcomes
- Designing aligned assessments and assignments

Online Teaching Certificate | Fall 2020

Offered by San Jacinto College. Topics covered in this semester-long course included

- Adult education principles
- Online course delivery strategies
- Technical skills related to synchronous and asynchronous course formats
- ADDIE course development model
- Digital accessibility standards

Leadership Academy | 2007–2008

Facilitated by Dallas College

PROFESSIONAL AFFILIATIONS

National Council of Teachers of English | Member | 2023–2024

National Association of Graduate Admissions Professionals | Member | 2014–2016, 2021–2023

Texas Association of Graduate Admissions Professionals | Member | 2014–2016, 2021–2023

United States Lifesaving Association | Member | 2017–2020

National Academic Advising Association | Member | 2005–2008, 2011–2013

Texas Academic Advising Association | Member | 2005–2008, 2011–2013

DEPARTMENTAL SERVICE

Texas A&M University at Galveston

- Common Reader Committee | Member | 2024–present

Supports the Common Reader Program, which promotes community literacy, critical reading skills, and collaborative reflection via a common text used throughout core curriculum courses.

- Maritime Studies M.S. Program Planning Committee | Proposal Writer | 2023–present

Develops program outcomes, degree requirements, and operating budget for the proposed graduate degree program.

INSTITUTIONAL SERVICE

Texas A&M University at Galveston

- Graduate Instructional Committee | Non-Voting Member | 2024-present
Reviews proposed new graduate courses, degree programs, policies, and student grant applications.
- Edmund Eikel Scholarship Award Selection Committee | Member | 2023-2024
Reviews applications for a yearly merit scholarship for an outstanding graduating senior.
- Aggie Way Enhancement Program Rapid Response Team | Member | 2022-2024
Developed program for faculty and staff awards recognizing those who embody the Aggie Core Values in the course of their duties.
- Pathways Student Research Symposium | Judge | 2022
- Pathways Student Research Symposium Planning Committee | Member | 2022
- Academic Advisor II Search Committee | Member | 2022
- Program Aide Search Committee | Member | 2022
- Advising Council | Member | 2021-2023
- Collaborative for Teaching Innovation Steering Committee | Member | 2021-2022
- Student Research Symposium Planning Committee | Member | 2021
- Executive Director of Human Resources Search Committee | Member | 2021

The University of Texas at Dallas

- Non-Academic Withdrawal Petition Review Committee | Member | 2012-2013
- Academic Advisor II Search Committee | Member | 2011

Dallas College

- Retention Alert Pilot Program Committee | Campus Coordinator | 2009-2010
Developed and administered program facilitating faculty alert system and resources related to student persistence and retention.
- Enrollment Services Representative Search Committee | Member | 2008
- Cashier Search Committee | Member | 2008
- Student Worker Search Committee | Member | 2008

The University of North Texas

- North Texas Review | Fiction Reader | 2002-2003
- Learning Center | Volunteer English Tutor | 2001-2003

COMMUNITY SERVICE

Galveston Island Beach Patrol

Seasonal Lifeguard and Dispatcher | 2017-2020

HONORS & AWARDS

The University of Texas at Dallas

Advisor of the Year | School of Natural Sciences and Mathematics | 2012

The University of North Texas

Mary Patchell Scholarship | English Department | 2004