

MARTHA A. WAITKUN

Department of Communication Studies, University of Rhode Island | Davis Hall | Kingston, RI 02881

mwaitkun@gmail.com

EDUCATION

University of Rhode Island Kingston, RI M.A., Communication Studies	2003
Skidmore College, Saratoga Springs, NY B.A., English and Sociology	1987

TEACHING EXPERIENCE

UNIVERSITY OF RHODE ISLAND – Lecturer 2003-Present

COM100 Communication Fundamentals

Lecture, seminar style delivery of department's basic course, university general education class. A hybrid class, the main focus is to promote the practice of communication across academic disciplines. Because of this, the style or focus will change from semester to semester depending on the students enrolled, while staying within the standardized departmental guidelines. (2-4 sections/semester, summer sessions and special programs)

**COM202 Public Speaking; COM210 Persuasion; COM221 Interpersonal Communication
COM251 Small Group Communication**

Lecture, seminar style delivery of department's 200 level courses. At the 200-level, students are introduced to the different contexts of communication. Emphasis is on foundational theory and practice, preparing students to go on to next level of learning. (varied semesters, summer sessions, J-term, and special programs)

PRS200 Event Planning and Management

PRS100 Introduction to Public Relations

Lecture, seminar, experiential style delivery of a Public Relations department introductory and elective courses. PRS100 introduces students to the Public Relations industry and serves as one of the pre-requisite courses to the major. PRS200 focuses on the planning and execution of an actual event, giving the students real life experience.

CSV302 Community Service, Jumpstart: Early Literacy Program

Working with the URI Feinstein Center for Service Learning, developed and taught the course that supports the experience of the URI Jumpstart Program. (3 years/full year course)

GCH104 Grand Challenge - Social Media and Community Involvement

Participated in the Provost's Grand Challenge initiative, new courses designed for first semester freshmen to explore challenging global issues and problems. Created and taught a Social Science Grand Challenge course, Social Media and Civic Engagement, that looks at the implications of social media and its role in the public sphere. Course had an experiential/service learning component and was offered as a 4-credit course. (4 semesters)

UNIVERSITY OF RHODE ISLAND - Graduate Student Teaching Assistant

COM103 Interpersonal Communication, COM101 Public Speaking

Taught two sections per semester, 4 semesters total.

2001-2003

ACADEMIC ADVISING

UNIVERSITY OF RHODE ISLAND, DEPARTMENT OF COMMUNICATION STUDIES

Department Academic Advisor/Communication Studies 2009 – present

Management of the walk in advising center that serves the 400+ department majors. Responsible for student academic advising that includes, but is not limited to student graduation planning and audits, internship advising, and general curriculum planning. Also responsible for departmental faculty training and dissemination of information related to academic advising.

UNIVERSITY OF RHODE ISLAND, UNIVERSITY COLLEGE

Freshman Orientation Academic Advisor 2005 – present

Academic advisor for Communication Studies and Undecided and Undecided Honors incoming freshmen. Primary focus is on schedule building for over 100 incoming freshmen each year.

Department Academic Advisor/Communication Studies 2004 – 2006; 2017

Handled advising for 150+ freshman and sophomore Communication Studies majors in University College. Included such things as curriculum planning, general education class selection, internship advising, involvement in clubs and organizations and the approval of eligibility to transfer to degree granting college and related issues.

Choosing Your Major Event Advisor Communication Studies 2004 – 2016

Representative of Department of Communication Studies and the Harrington School of Communication and Media in the annual choosing your major month event.

Bi-Annual “Registration is a Piece of Cake” Event Advisor Communication Studies 2011-Present

Representative of Department of Communication Studies and the Harrington School of Communication and Media in the biannual annual registration event.

UNIVERSITY OF RHODE ISLAND, COLLEGE OF ARTS & SCIENCES

College Academic Advisor/Student Affairs 2006 – 2009

Handled advising for all majors in the college of A&S. Included such things as graduation planning and audits, internship advising, curriculum planning as well as trouble shooting graduation issues, transfer to DGC issues (meeting departmental requirements), athletic eligibility and legal issues (plagiarism, grade changes, etc.)

UNIVERSITY WIDE - ADVISING COMMITTEES

University-wide Advising Program Task Force 2011 - 2012

Served as member of ad-hoc committee on advising began to meet in order to examine factors that affect advising. After year-long examination of best practices within and outside URI, this ad-hoc committee submitted a two hundred-page report making recommendations, one of which was the formation of a permanent Standing Committee of the Faculty Senate.

Faculty Senate Undergraduate Academic Advising Committee (UAAC) 2013-2016

Selected to 3-year term to represent the College of Arts & Sciences on a committee responsible for coordinating advisor training; developing and improving university-wide advisement, ensuring that all academic advisors are informed and trained in best practices in advising, as well as in the university's academic requirements. Serving on a subcommittee given the charge of development of faculty advising training. The Committee also facilitates assessment of university-wide advising and makes policy recommendations to the Faculty Senate.

OTHER UNIVERSITY INVOLVEMENT

DEPARTMENT OF COMMUNICATION STUDIES

Policies and Procedures for Online & Blended Course Development 2011
Department of Communication Studies – Committee Member

Served as member of ad-hoc committee charged to establish a foundation of standards and best practices on which to build quality online and blended courses.

Curriculum Development (Communication Fundamentals) 2012 & 2016
Served as a member of ad-hoc committee charged with the integration of the Basic Course (COM 100) curriculum with the university wide common reading program.

Textbook Selection Committee (Communication Fundamentals) 2018
Served as a member of ad-hoc committee charged with the selection of the Basic Course (COM 100) textbook..

HARRINGTON SCHOOL OF COMMUNICATION AND MEDIA

Harrington Rangers Faculty Advisor 2012-2015
Served as one of two faculty advisors of the Harrington Rangers, a select group of students who help plan and represent the school at various events, creation and coordination of the Shadow Program, coordination of peer advising program and traditional outreach and marketing of the Harrington School.

Harrington School Annual Retreat Planning Committee 2012 & 2013
Served on an ad-hoc committee charged with the goal of planning the annual Harrington School faculty retreat.

Harrington School Ranger Hall Ribbon Cutting Committee 2016
Served on an ad-hoc committee charged with planning and executing the ribbon cutting ceremony for the Harrington School's Ranger Hall.

Harrington School Multimedia Contest 2016/2017
Served on an ad-hoc committee charged with Contest Design, Promotion, and Jury of a Multimedia Contest for URI Harrington School Applicants.

UNIVERSITY WIDE - ACADEMIC

Subcommittee on Assessment of General Education (SAGE) 2013-Present
Serving as member of committee charged with assessment procedures for the University's general education program. This subcommittee is also responsible in developing a process for assessing General Education learning outcomes on a continuing basis.

SAGE Rubric Committee – Communicate Effectively General Education Outcome 2015
Served on a committee charged with writing the rubric and rubric guidelines that would be used to evaluate courses submitted to meet the Communicate Effectively General Education Outcome.

General Education Implementation Outcome Approval Panel 2015-Present
Serving on a four person panel given the charge of approving courses to be included in the new General Education Program. Responsible for reading through course proposals and syllabus to determine if the course meets the Communicate Effectively General Education Outcome. Panel is also responsible for providing constructive feedback to faculty who need to re-work their course.

SAGE Rubric Evaluation Committee Summer 2017
Served on a committee charged with assessing the validity and reliability of the pilot run of the rubric guidelines that were used to evaluate courses submitted to meet the new General Education Outcomes. This first phase

involved assessment of 6 of the 12 General Education Outcomes. Committee was charged with summarizing faculty feedback on the rubrics and then using that data to make recommendations to the Director of General Education.

University College Scholastic Standing Committee 2010-Present
College of Arts & Sciences Scholastic Standing Committee 2006-2008

Served on the Arts & Sciences and serving on the University College Scholastic Standing Committee for the purpose of deciding student scholastic standing and status.

Davis Foundation Teaching Fellow/Grand Challenge Mentor 2011

Served as mentor to new Grand Challenge faculty to create a community of practice around the issues of first-year student instruction; learning assessment; and integrated/interdisciplinary teaching.

Program Assessment/Level 1 Reviewer 2016-Present

Served the Office of Student Learning, Outcomes Assessment and Accreditation by participating in peer review program level assessment reports.

UNIVERSITY WIDE - NON-ACADEMIC

University Undergraduate Commencement Marshal	2012-Present
University Graduate Commencement Marshal	2015-Present
Arts & Sciences Commencement Marshal	2005-Present
Rainville Student Leadership Selection Committee	2005-2012
Commencement Student Speaker Selection Committee	2007-2010
Harrington School LLC Advisory Board Committee Member	2011-2015
Admissions Faculty Phone-A-Thon/Chat room Representative	2005-Present
Admissions University Open Houses and Welcome Days Representative	2007-Present
Admissions Welcome Day Arts & Sciences Student Panel Coordinator	2009-2014
URI Faculty Guides Program	2016-Present
General Education Information Fair Planning Committee	2016-Present