***form for making***

***CORRECTIONS, UPDATES, and ADDITIONS***

**to your**

**Professional Profile**

**on the MLLL Website**

**General Directions:** *Use this form to make changes and additions to your profile on the MLLL Website. (Note: There is a separate form to create a new profile from scratch.)*

 *2 TIPS: 1) Since this form will not automatically spell-check your work, we suggest that you* ***write up your entries in a separate Word document (in Times New Roman, 12 pt) and then paste them into the form’s gray text boxes****; and 2) Consider doing your entries in a* ***red font****, so that we do not miss them!*

*Also, be aware that you cannot do Italics for your publication titles with this form; instead, the LLC will insert Italics for titles retroactively for you.*

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**ANY CHANGES to YOUR NAME** as you wish it to appear? (e.g. R. Rakel Salim):

**ANY CHANGES TO YOUR RANK?** (e.g. Assistant Professor, Lecturer, Instructor, Graduate Teaching Assistant, Master’s Student, Doctoral Student, etc.):

**ANY CHANGES TO THE PROGRAM YOU ARE TEACHING/STUDYING IN?** (e.g. German, Teaching English as a Second Language, Persian, etc.):

**ANY CHANGES TO YOUR OFFICE?** (Please spell out the name of the building completely e.g. Copeland Hall 317, Kaufman Hall 121A, etc.):

**ANY CHANGES TO YOUR OU EMAIL?** in lower-case letters (Please give in lower-case letters, e.g. rrakel.salim@ou.edu):

**ANY CHANGES TO YOUR NARRATIVE, e.g. ACADEMIC BIOGRAPHY**: (P.S. You can, of course, write an entirely new one if you wish. If English is not your best written language, please consider allowing someone to proofread this, as we will reproduce what you give us, even if it has mistakes and is ungrammatical.)

**ANY CHANGES TO YOUR SELECTED PUBLICATIONS?:** Please give full bibliographical citations, which you can simply cut and paste directly from your CV. Consider also including a one-sentence explanation (30 words ***maximum***) of the piece’s contents and, if available, a URL where one can access the publication as an open-access electronic piece. We recommend that you not include more than 5 to 7 publications; thus, if you are adding a publication and are already at or around 5 to 7, please tell us which publications we should remove. *Also, please be aware that with this form you cannot do Italics for your publication titles; the lab will insert these after they upload your profile to our website.* (E.g. Roberta Lime, “Kafka among the Okies,” Austrian Studies 35.2 (2016): 43-61. This article investigates both Kafka’s fantastical description of Oklahoma as the last frontier of Western civilization in his 1919 novel, *Ameerikah*, as well as the reception by twenty-first-century Oklahoma undergraduates of this novel, with suggestions on how to teach it at the college level. <www.austianstudies.com/2016/LimeKafka>):

1.

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5.

6.

7.

**ANY CHANGES TO EDUCATION & DEGREE INFORMATION:** For new/updated entries, give the subject, year earned, and the institution in this format: 1) Ph.D. in Classical Arabic Literature. Georgetown University. 2019; 2) M.A. in Teaching Arabic as a Second Language. 2013. University of Oxford; Dual B.S. in American Studies and European Military History. Jordanian Royal Military Academy (Amman). 2005.; M.A. in Spanish. University of Oklahoma. 2021.:

1.

2.

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4.

5.

**ANY CHANGES TO WHAT IS LISTED FOR YOUR TEACHING SCHEDULE FOR *THIS* SEMESTER?:** New Entries should include course # ***and the full name*** of the course: ITAL 4333 The Age of Dante, Boccacio, and Petrarch (senior capstone); ITAL 1225 Beginning Italian, continued, etc. Do not list independent studies or Master’s or Ph.D. thesis hours that you are directing, or courses that you are teaching outside OU.

1.

2.

3.

4.

**ANY ADDITIONAL DETAILS OR REQUESTED CHANGES?:** If there are any other things that you would like the department to include about you on your profile page—or anything you would like changed or removed—please list that here. (For example, you can give the URL to your personal professional website and allow us to put in a link for it on your profile, you can tell us to remove one the awards you have received, etc.) Please be concise:

1.

2.

**WRITE “YES” HERE if are you attaching an UPDATED CV for us to post:**

**CHANGES TO YOUR PICTURE/IMAGE?:** Please check the appropriate box:

[ ]  I would like the lab to take a new photo of me.

[ ]  I have attached a new photo of myself that I would like the lab to use.

[ ]  I would like the lab to choose an avatar image for me.

[ ]  I would like the lab to contact me for approval before posting the avatar image.

[ ]  I authorize the lab to post the avatar image to my profile without my approval.

[ ]  I prefer to have no actual photo of myself, but instead I have attached an avatar image that I would like displayed.

[ ]  I prefer to have no photo or image of any type accompanying my profile.

**Final Directions:**

1. After carefully proofreading your information on this form, re-save it as a **WORD document** with the following label: **YOUR LAST NAME First name Web Profile- Corrections, Updates, and Additions** (e.g. SALIM Rakel **Web Profile- Corrections, Updates, and Additions**). Then email it as an attachment to the Language Learning Center: *llc@ou.edu*. In your email message’s title-line write: **Corrections to My Web Profile**

2. If you are sending an updated CV, please attach it **as a PDF** also to the email, making sure your last name is given in the title of the CV document.

3. Lastly, if you are sending a new image that you would like the lab to use to accompany your profile, please attach it as well to your email to the LLC, making sure that your last name is in the image file’s title.

Thanks so much for updating your profile!