***form for***

**your**

**Professional Profile**

**for the MLLL Website**

**Fall 2022 Version**

**General Directions:** *While filling out the gray text-box areas below for your MLLL Website profile, please keep in mind that your MLLL profile is the first place that academics from outside OU will look for information about you and that your own undergraduate students will also on occasion look at your profile. — If you are uncomfortable providing any of the requested material, please indicate that you choose to leave the area blank or, if more appropriate, indicate simply that it is not applicable (n/a) to your current position within MLLL.*

 *A TIP: 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****. 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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**YOUR NAME** as you wish it to appear (e.g. R. Rakel Salim):

**YOUR RANK** (e.g. Assistant Professor, Graduate Teaching Assistant, Master’s Student, etc.):

**YOUR PROGRAM** (e.g. German, Teaching English as a Second Language, Persian, etc.):

**YOUR OFFICE** with the building name fully spelled out (e.g. Copeland Hall 317, Kaufman Hall 121A, etc.):

**YOUR OU EMAIL** in lower-case letters (e.g. rrakel.salim@ou.edu):

**NARRATIVE, e.g. ACADEMIC BIOGRAPHY**: In your best, most concise prose and in perhaps 125-300 words, talk about who you are academically and professionally. Here is a 3-paragraph suggested form: 1) in PARAGRAPH ONE, for your last degree earned, give the degree level (e.g. Ph.D., M.A., B.S., B.A., Graduate Certificate in Technology for the Foreign Language Classroom, etc.), the subject (e.g. Russian Studies), and the institution (e.g. The University of Wisconsin-Milwaukee). Next, specify when you joined MLLL and in what academic capacity (e.g. as a Spanish Master’s student, Assistant Professor of Japanese, Lecturer in German, etc.). And if you worked somewhere else academically before OU, you can list where, when, and in what capacity that was. You can also list here if you work academically somewhere else concurrently with OU, like the renowned Middlebury College Summer language program for Arabic; 2) in PARAGRAPH TWO, talk about your scholarship if you are a researcher or a grad student working on a Ph.D. or Master’s thesis. If you are a grad student, specify whom you are writing your PhD or thesis with, i.e. who your adviser is. If you are a grad student who is not yet writing a thesis, you can say what interests you most at present (e.g. the poetry of the Afro-Francophone diaspora and in particular love ballads in contemporary Haiti, the Spanish Golden Age novel, Spanish-language Second Language Acquisition, etc.); 3) in PARAGRAPH THREE say what courses you regularly teach at OU. This is also a good place to mention any academically oriented clubs or programs that you mentor at OU or in the broader community outside OU (e.g. faculty adviser to OU chapter of Phi Beta Kappa, since 2018 annually teaches a course on modern LatinX literature to women prisoners at the Lexington, Oklahoma state correctional facility). You may write your narrative in third or first person:

**SELECTED PUBLICATIONS:** For researchers, give full bibliographical citations of 3 to 7 selected academic publications. (5 is an ideal number.) Cut and paste these directly from your CV, listing them chronologically from the most recently published to the oldest. 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. *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>):

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**EDUCATION:** List sequentially from the latest-earned to the earliest each post-secondary degree you have earned. 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:

1.

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5.

**TEACHING SCHEDULE FOR SPRING 2022:** List the course # ***and the full name*** of the Fall ’21 course(s) that you are teaching in this format: 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.

1.

2.

3.

4.

**ANY ADDITIONAL DETAILS?:** If there are any other things that you would like the department to include about you on your profile page, please give them 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.) Please be concise:

1.

2.

**PICTURE/IMAGE:** If it looks like your photo is more than 5 years old, or if it is of poor quality or doesn’t look like you, the Lab staff will probably contact you to take a new picture. But so that we can get your preference, please choose the applicable box:

[ ]  I am happy with my photo (or avatar image) as is.

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

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

[ ]  I prefer to have no actual photo of myself, but instead 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 profile here, re-save it as a **WORD document** with the following label: **YOUR LAST NAME First name MLLL Profile Form F21** (e.g. SALIM Rakel MLLL Profile Form Spring 2022). Then email it to the Language Learning Center: *llc@ou.edu*. In your email message title line write: **My New MLLL Web Profile**

2. Additionally, **active researchers should attach to the email a PDF of your most recent CV**, making sure your last name is given in the title of the CV document. There will be a link to your CV on your WebsiteMLLL profile.

3. Lastly, if you have an image that you would like the lab to use to accompany your profile, please attath that to your email to the LLC as well, making sure that your last name is in the image file’s title.

Thanks so much for submitting your profile!