**Curriculum Vitae**

**Stephen H. Lyons, M.Ed., M.M.**

 617-997-1041

 shlyons\_7@hotmail.com

 skype: stephen.h.lyons

# ***SUMMARY OF QUALIFICATIONS***

An innovative, interculturally competent educator, administrator and consultant with teaching experience in Communications, Management, Organizational Leadership and Culture courses.

Onground, Online, Hybrid Teaching Curriculum Design Instructional Design Cultural Competency Training International Program Design Academic Partnerships

International Education Consulting Enrollment Management Recruitment/Marketing

BlackBoard LMS, Moodle LMS, Canvas LMS, Camtasia, Kaltura Media Capture

Diversity Awareness Profile Administrator

Organizational Development Graduate Certificate

***STATEMENT OF TEACHING PHILOSOPHY***

A talented educator and administrator, I am an interculturally competent instructor who fosters an interactive classroom environment, both on-ground and online. Student-centered, my policy is to engage students ‘where they live,’ utilizing multiple platforms for optimal responsiveness and retention.

A firm believer in the idiom ‘No one knows what we all know,’ I strive to provide a rich platform where students can demonstrate their mastery of the content, relevant real-world experience and knowledge culled from their fellow students resulting in greater retention, comprehension and practical application of theories and constructs.

I adhere to the philosophy of life-long learning, continuously adding to my knowledge base to best serve my students and prepare effective leaders for a global workforce and society. This includes not only subject matter expertise, but continuous improvement and integration of learning theories (adult, online, tradition), technology (LMS, internet technologies, digital tools), multimedia tools and ongoing development of cultural competence and a never ending inquisitiveness.

##### ***FORMAL EDUCATION***

##### ***Doctor of Education,*** *Northeastern University****,*** *Higher Education Administration w/ specialization in International Education, candidate 2018*

*Certified E-Learning Instructor*, *Northeastern University*

##### ***Master of Education****, Interdisciplinary Studies, Cambridge College*

##### ***Master of Management****, Leadership & Organizational Development, Cambridge College*

##### ***Bachelor of Arts in******Communications****, Bridgewater State University*

***Dissertation Proposal:*** *Intercultural Competence: A Narrative Inquiry Exploring Undergraduate Faculty Perceptions, Need and Preparedness for an Increasingly Global Student Population.*

***Research Agenda:*** *International Higher Education,**Intercultural Competence, Cross-Cultural Leadership, International Enrollment Management, Higher Education Leadership*

*RELEVANT DOCTORAL COURSEWORK:*

EDU 7200 GP Social and Cultural Analysis of Educational Systems

EDU7202 GP Transforming Educational Systems

EDU7203 GP Ethical Decision Making for Educators

EDU7255 GP Innovation and Entrepreneurship in Education

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| EDU | 7260 | GP | Comparative International/Global Higher Education |
| EDU | 7204 | GP | Global & Historical Perspectives in Higher Education |
| EDU | 7262 | GP | International Collaborations & Partnership |
| EDU | 7264 | GP | Global Student: Issues & Practices |
| EDU | 7261 | GP | International Student Markets |
| EDU | 7210 | GP | Leadership Theory and Research |
| EDU | 7200 | GP | Social and Cultural Analysis of Ed Systems |
| EDU | 7202 | GP | Transforming Educational Systems |
| EDU | 7255 | GP | Innovation & Entrepreneurship in HE |
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##### ***TEACHING EXPERIENCE***

##### ***Lecturer***

##### ***Northeastern University, Boston, MA 2010-present***

##### *N.U. Global & the College of Professional Studies*

##### Teach online, blended learning and on-ground format courses for the College of Professional Studies

**CMN 1010 Organizational Communication:** Introduces the theories and subtopics that are examined within the field of organizational communication. Analyzes why communication is important for organizations and how individuals within organizations can become effective communicators.

**CMN 3330 Digital Communication and Organizations:** Explores how rapidly changing digital communication impacts the ways in which individuals and organizations interact. Focuses on the history, present use, and newly emerging forms of digital communication. Offers students an opportunity to examine principles, practice with, and evaluate the effectiveness of a variety of digital communication media in selected contexts.

**CMN 3351 Intercultural Communication**: Intercultural Communication offers students an opportunity to develop intercultural awareness, resulting in patterns of perception and thinking that enables them to communicate effectively across cultural boundaries. Topics include the effect of cultural differences in communication styles, the assumptions one makes in attempting to communicate, and the effect of cultural differences on individuals' views of conflict and conflict resolution.

**CMN 2051 Professional Speaking:** Examines styles of speaking, methods for structuring addresses, and the use/misuse of visual support. The ability to deliver effective professional presentations is empowering. Emphasizes practical experience in delivering presentations. This is a blended class with assignments such as mandatory participation in discussions posted on Blackboard®. Class participants will give presentations that will receive feedback, comments and analysis. Access to a broadband internet connection and to a camera capable of video recording and uploading presentations is required.

**CMN 2201 Business and Professional Speaking and Presentations:** Leaders frequently make presentations to influence those around them. Through this course students will hone their skills in developing and delivering compelling and persuasive presentations. Additionally, students will have the chance to explore the uses and misuses of audiovisual support and learn techniques to complement presentations. This course examines styles of speaking, methods for structuring addresses, and the use/misuse of visual support. The ability to deliver effective professional presentations is empowering. Emphasizes practical experience in delivering presentations. This is an online class with assignments such as mandatory participation in discussions posted on Blackboard®. Class participants will record presentations in different formats that will receive feedback, comments and analysis. Access to a broadband internet connection and to a camera with microphone capable of video recording and uploading presentations is required.

**CMN 2154 Negotiation:** This course introduces students to the techniques of negotiation through examination of current theory and application of real life situations. The curriculum pays particular attention to the processes of communication in negotiation and ways that personal communication styles and tendencies impact the results of the negotiation process. Through readings, lectures, and activities, students will have the opportunity to learn and practice requisite negotiation skills, explore methods of applying these skills to professional settings, and craft development plans for increasing their capacity as negotiators.

##### ***Senior Instructor***

##### ***Cambridge College Graduate School of Management 2017-present***

##### **MMG 691 Leadership Professional Seminar /Faculty Advisor**: As the instructor for this year-long seminar, I also serve as the faculty advisor for 20 MBA students.

##### An essential component of a successful career is an effective personal leadership style that fits appropriately within one's professional setting. Students explore the elements of individual style with the goal of increasing effectiveness, team leadership models, virtual leadership and case studies over the course of three semesters. The course also examines the content of the professional setting and looks at the different strategies for achieving the most congruent fit possible. This course will be experiential, and there will be guest speakers.

**MMG 515 Foundations of Management**: This course provides an overview of the field of management and establishes a foundation and common vocabulary for future course work. It emphasizes the functions of planning, organizing, directing/leading and controlling. The course assumes students have limited academic knowledge of management theory, and some experience in real world management situations to bring into the classroom. In each session the class explores some aspects of management in theoretical terms and then focuses on application of the theory to the practical problems facing managers.

##### **MMG 505 College Writing** - This graduate course is designed to help you develop and improve your writing skills. The method is an emphasis on the ability to read critically, think critically, and write critically. Through a sequence of progressively longer essays, students will form an argument and defend it, incorporate academic sources, and develop a clear, articulate writing style. A.P.A. research, narrative, profile, argumentative and informative papers, along with business writing styles will be developed.

***Knowledgelink Leadership Development Summer Program 2017-present***

***Instructor***

Teach intensive courses to Chinese high school students

Leadership Development, Teamwork and Conflict Resolution, US Culture, Global Citizenship

##### ***SummerFuel at Harvard College Prep Program 2016-present***

***Instructor***

Teach intensive four-week courses for high school students, international and domestic, in this highly selective program.

**College Writing for Non-Native Speakers**: This course emphasizes the ability to write clearly and effectively by applying the composition principles to a variety of writing modes. Our focus will be on the writing process, intended audience, consistent point of view, correct grammar uses, concise language, appropriate style, and effective organizational strategies.

**Essentials of Public Speaking**: This course will emphasize the skills and techniques of effective public speaking and the application of those skills in a variety of contexts. Topics include the fundamentals of public speaking, verbal and non-verbal styles, informative, persuasive, and group presentations. The course will provide students the opportunity to progress in gradual stages, gaining confidence and experience in public speaking, listening, and group interactions.

**College Admissions Workshop:** This workshop explores the major components in the College Search and Application Process. The workshop introduces the students to the ideal timeline for this process and prepares them to effectively facilitate and complete their own process for optimal success. The workshop features in class presentation, activities and off-campus site visits.

***Adjunct Faculty 2015-present***

***Le Cordon Bleu Culinary Institute***

***\*received Hospitality Hero Faculty Award in 2016***

**SOC 222 Cultural Diversity:** Students study the skills and techniques needed to understand diversity. This course will explore the different roles played throughout life and the responsibility of how we respond to diversity. Students will have the opportunity to learn how to handle diversity in workforce settings as it applies to supporting the policies and procedures, in social settings and provides the opportunity to develop intercultural awareness, resulting in patterns of perception and thinking that enable them to communicate effectively across cultural boundaries. Topics will include an overview of diversity, the effect of cultural diversity in communication skills and conflict-resolution.

**LCB 100 College Success and Career Portfolio:** This college success class combines insight specific to both student success habits and gaining entry into the foodservice profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project. Resume and cover letter writing, reference page development and presentations for employment seekers is covered in this course. Strategies for note taking, reading for comprehension and test taking are explored. Interviewing skills, stress management, time management and personal finance management are addressed.

**COM 115: Communication Methods:** This course will emphasize the skills and techniques of effective communication and the application of those skills in a variety of contexts. Topics include the processes and barriers of human communication, the effects of self-perception, culture, gender, verbal and nonverbal messages on the process, and the impact of the communication process on teamwork and conflict. The course will provide students the opportunity to progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in public speaking, listening, and group interactions.

##### ***Seminar Leader 2014-present***

***Bunker Hill Community College, Boston, MA***

Communities of Intercultural Learning (**CoIL**) program

***“Developing Intercultural Communication Skills and Competencies for the 21st Century”***

Designed curriculum and taught seminars designed for short-term international student exchange program groups from Poland, Denmark and China.

***Lecturer 2014-present***

***Academic Internship Council/Showa Women’s University of Japan***

Designed and taught courses for the summer international student exchange program with Japanese university that featured classroom lectures, guest speakers and exploration of the city.

**Boston in Context: Industry, Education and Innovation:** This course is designed as a survey exploring the themes of industry, education and innovation through current issues in Boston. Students use the city to explore issues of civic identity while developing a framework to help understand American metropolitan areas and discuss global trends

**Cross-Cultural Communication for Business:** The course is designed to provide an understanding of cross-cultural communication for American and Global business contexts with a focus on perspectives from the United States in general and its industries in particular. Students will compare and contrast global regions and industry areas.

***Adjunct Faculty Member***

***Urban College of Boston 2012***

##### *Designed courses in* ***Leadership*** *for their Undergraduate program*

**MAN 103 Leadership**: This course involves the development of leadership skills, including an examination of leadership theory and practical applications of leadership development techniques. Attention to the role of shared leadership within teams will be emphasized through assignments and presentations.

##### *Designed curriculum for* ***3 Certificate Programs in The Institute for New Americans***

##### ***Teacher and Consultant/Trainer***

##### ***Language Spirit, Beijing & Shanghai 2010 – 2013***

##### Taught students written and conversational English via online classroom platform

##### Provide Education Agent Training for those working with university-bound students.

##### Design On-line Professional Development and U.S. Education System Workshops

##### Designed ‘Developing Intercultural Competencies’ workshops for Agents and Students

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##### ***Adjunct Faculty Member***

##### ***Bay State College, Boston, MA 2003-2007***

**MAN 102 Principles of Management**. This course prepares students for positions of managerial responsibility, an important aspect of which is responsibility for the action of other people. Emphasis is placed on the four functions of management: planning, organizing, leadership and controlling. Principles relating to decision making, problem solving and interpersonal relationships are developed through group discussions and case-study.

**PSY 101 Introduction to Psychology**: This course provides an introductory survey to the discipline of Psychology- the study of human behavior. Emphasis is placed on the following topics: understanding the major theoretical viewpoints of psychology; the process of human growth and development- biological, emotional, intellectual and social; personality development; and patterns of abnormal behavior.

##### ***PROFESSIONAL PRESENTATIONS/WORKSHOPS***

##### ***ACT International Pathway Partner Tour 2013***

*Networked, presented and hosted workshops with school administrators, students and parents at 8 Global Education Centers in Shanghai, Qingdao, Beijing, Zhengzhou, Changsha and Kunming*

##### ***Dr. To Be Educational Consulting 2010***

##### ***Lead Workshop Presenter – ‘****U.S. Higher Education Systems’ & ‘The College Search and Application Process’*

##### *Beijing, People’s Republic of China, June 2010*

##### *Beijing Educational Exposition, June 2010*

##### ***N.A.F.S.A. 2009***

##### *Lead Workshop Presenter - ‘Developing Mutually Beneficial Admissions Agreements with English Language Schools’. National Association of Foreign Student Advisors (NAFSA) Regional Conference, Nov. 2009*

***RELEVANT HIGHER EDUCATION ADMINISTRATIVE POSITIONS***

***Independent Higher Educational Consultant 2007-Present***

*Consult with International Educational Agencies and Non-Profits*

***Dean of Enrollment Management***  ***2012-2013***

***Pine Manor College\*****, Chestnut Hill, MA*

*Undergraduate, International and Continuing Education*

***Senior Associate Consultant 2010-2013***

***the Education Advisory Group,*** *Newton, MA*

***Director of Admissions 2007-2010***

*Graduate, Undergraduate and International*

***Cambridge College****, Cambridge MA*

***Director of College Advising 2003-2007***

*Domestic, International*

*Independent High School and College/University programs*

***ConnectEdu,*** *Boston, MA*

*Online teaching, international, adult learners, international, general education, research, case studies,*