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## Sarah Hite Marcum

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### Student Development Experience

#### Honors Program Advisor

Baylor University, Waco, Texas, August 2003-Present

- Advise 250 students in the Baylor Honors Program. Students are from all degree plans and majors.
- Elucidate complex academic policies and promote interdisciplinary learning.
- Collaborate with faculty and staff from all academic departments.
- Oversee "Honor Guides" peer mentoring program.
- Act as coordinator for the Freshman Reading Project which is a required, common reading experience for all first-year students in the Honors Program. Supervise senior students who are responsible for leading small-group discussions.
- Plan and implement workshops and programs for Honors Students.
- Act as Advisor to student advisory council and oversee budget.
- Design and lead all aspects of new-student orientation including parent sessions.
- Direct Honors Film and Book clubs whereby students may earn Honors credit and train student leaders.
- Along with Honors work team, devise program changes that will benefit students and which will reflect advancing ideas about excellence in Honors education.
- Attend or present at yearly National Collegiate Honors Council conference.

#### Director of Internships & Practica

Westmont College, Santa Barbara, California, August 2000-May 2001

- Faculty position responsible for overseeing college internship program for 1200 students in 26 liberal arts majors.
- Acted as coordinator for the faculty internship advisors in each of the majors.
- Articulated a vision for experiential learning at the college and provided standardization of policies and procedures for the program.
- Created an interactive database for students, faculty and employers to search internship listings and information.
- Counseled students on internship selection and application.
- Oriented students to the world of work, common internship challenges and how to maximize their internship experiences.
- Developed new and maintained on-going internship positions for 200 concurrent employers.

- Taught 1-8 elective unit internship course both fall and spring semesters. Created and presented workshops on Summer Internships.

### **Office of Leadership Development**

Westmont College, Santa Barbara, California, August 1999-May 2000

- Counseled students and oversaw leadership portfolio process for students in formalized leadership roles. These roles were in student government, residence life, athletics, campus clubs or groups and off-campus ministries. Advised students as they selected a mentor, formulated leadership development learning objectives, and created a portfolio documenting their growth as student leaders on the campus.
- Acted as Faculty secretary for Omicron Delta Kappa (ODK), a national service and honor society. Oversaw election of student officers, solicited membership applications, and along with a committee selected members for induction. Coordinated fall and spring induction ceremonies and hosted event.
- Developed program ideas in conjunction with campus chaplain's office to support and encourage student leadership. Presented programs: "Basics of Student Ministry", "How to Give Negative Feedback", "Leadership in the New Millenium" (co-led with Director of Career & Life Planning).

### **Programming Specialist and Interim Assistant VP of Student Life**

Westmont College, Santa Barbara, California, August 1998-May 1999

- Created a campus-wide, yearlong sexuality series entitled, "And God Created Sex" involving a twelve-part series of programs. Topics included: Biological, psychological, and spiritual questions about sex, cultural imagery and pornography, dating, sexual boundaries, date-rape, sexual abuse, body image, masculinity and femininity, and cross-gender friendships.
- Supervised college Health and Counseling centers. Met weekly with Counseling Center Director. Created and implemented a comprehensive assessment of Counseling Services which involved hiring two professional evaluators, setting up campus focus groups and preparing written self-evaluation materials for counseling center staff to complete. Met weekly with college physician and brought concerns of the health center to upper administration. Acted as liaison between Health Center and Counseling Center. Involved in Counseling Center and Health Center in cooperative programming to benefit student life.
- Supervised college food service. Met weekly with food service manager. Created student focus group called F.A.B. (Food Advisory Board). FAB's purpose was to give feedback and ideas for improvement to the food service.

### **Personal Counselor**

Counseling Center - Houghton College, Houghton, New York,  
September 1995-May 1998

- Counseled students on a wide variety of personal issues: depression, family issues, self-image, sexual abuse, eating disorders, sexuality, relationship/couple, academic/motivational, adjustment/transition, spiritual concerns, and disciplinary referrals.
- Handled crisis/emergency situations and hospitalizations.
- Designed and facilitated groups. Groups led: "Beyond Barbie " (Body Image group, fall 1995), "New Song" solution-focused support group for abuse recovery, Spring 1996, 1998)
- Created and implemented psycho-educational programming: "Stress Carnival" (7 experiential booths on stress management, R.A. Inservices (Fall 1997, 1998), "Mad About You" (wrote & directed one-act play featuring faculty, staff, and students reflecting on dating, courtship, and relationships. Spring 1996),
- National Depression Screening Day (Fall 1997), Sexual & Single Panel (March 1996), "Dating In the 90's" (5 -part series of panels, speakers and presentations, Spring 1997).
- Consulted with faculty, RD's, RA's, and other staff on counseling-related issues.
- Acted as liaison with college psychiatrist on medications, Health Center, and Residence Life staff.

### **Assistant Director of Career Services**

Emerson College, Boston, Massachusetts, December 1993 - June 1995

- Counseled students and alumni on all stages of the career development process from self-assessment and career decision making to job-search strategies.
- Administered and interpreted the Myers-Briggs Type Indicator and The Strong Interest Inventory.
- Designed and taught weekly group workshops on 12 topics including: self-assessment, decision-making, the internship experience, job-search strategies, and job search on the Internet.
  - Conceptualized and coordinated career panels and special events.
  - Oversaw and purchased resources for Career Resource Library.
  - Created, edited and produced Career Services newsletter.
- Conducted outreach and advertised Career Services to students, prospective students, alumni, faculty, and employers through promotional brochures, open houses, campus orientations, "career nights", classroom presentations and employer site visits.

### **Cooperative Education Counselor**

Northeastern University, Boston, Massachusetts, November 1987 - December 1993

## Department of Cooperative Education

- Advised, motivated and counseled over 350 students on career goals and cooperative education opportunities.
- Designed and implemented job search curriculum, orientations, and workshops.
- Critiqued resumes and cover letters and conducted mock interviews.
- Developed new Cooperative Education ongoing positions and enhanced university relationships with over 150 concurrent employers.
- Conducted on-site meetings with prospective and current business employers
- Assessed needs, student performance, job qualifications and position descriptions.
- Selected to design departmental marketing piece targeted for prospective students.

## Teaching Experience

**University 1000 Instructor** August 2009-Present

**Baylor Interdisciplinary Core Instructor** August 2002-August 2004

- Team teach “The Examined Life I: Human Development and College Life” which is a course designed to enable freshman BIC students to make sound choices for personal development through reading of primary source texts, self-reflection, critical thinking and decision making within the context of the University. The course is based on a wellness model.
- Lecture or coordinate guest speakers for particular class meetings of 200 students.
- Teach weekly, small group section of twenty students and mentor them through their transition into college life.
- Contribute to course design and changes through faculty meetings and retreats.
- Lead small group section on BIC kick-off retreat involving experiential learning through Baylor University Ropes course at Eastland Lake.
- Teach University 1000 Course which introduces first-year students to college life.

**Internship Faculty** September 2000-May 2001

- Taught 1-6unit, Internship course offered in both the fall and spring semesters. Course offered to any student taking an internship for elective credit.
- Designed course curriculum to assist students with reflecting on their internship experiences via class dialogue, writing, completing self-directed learning objectives and through the creation of a show-case portfolio. Students also engage in readings and group discussion designed to facilitate the integration of work and spirituality.

### **Life/Career Planning Instructor**

Northeastern University, Boston, Massachusetts, September 1992 - December 1992

- Taught 4-credit, Life/Career Planning course for Junior and Senior Students.
- Conducted self-assessment segment in which the Self-directed Search and the
- Myers-Briggs Type Indicator were used to enhance student's self-awareness. Educated students on career research, job search, interviewing, decision-making, goal setting, life-style assessment, and job success.

### **Freshmen Orientation Course Instructor**

Northeastern University, Boston, Massachusetts, September 1993 - November 1993

- Team-taught six-week non-credit, mandatory college survival skills course to honors section of entering freshmen in the College of Business Administration.
- Served on a team which designed curriculum for this pilot program.
- Trained business faculty on content and freshmen developmental issues.
- Designed innovative teaching materials to maximize student motivation and to achieve course objectives.

### **ESL Teacher**

English Language Services Boston, Massachusetts, June 1987 - August 1987

- Instructed 18-20 foreign university students in reading, writing, and structure of the English language.

### **English Teacher**

Mission High School Boston, Massachusetts, September 1985 - June 1986

- Taught ninth, eleventh and twelfth grade English at parochial school with racially-mixed students.

## **Education**

•**Northeastern University**, Boston, Massachusetts

June, 1994, **Master of Science Degree** in Human Resource Counseling and College Student Personnel Counseling

•**Westmont College**, Santa Barbara, California

May, 1984, BA, English

## **Professional Presentations**

- **Gordon College** presentation: "Career Planning: Exciting Journey or Haphazard Course" for "Defining Success in Our Own Terms" conference, November 1994
- **Gordon College** presentation: "I'm Clueless: Where Do I Begin?" workshop for the "Life After Gordon" Senior Seminar, October 1994

## **University and College Service**

- Baylor University International Student Week Planning Committee, August 2012-Present
- Baylor University Honors Program Committee, 2003-Present
- Spiritual Life Emphasis Week Committee, September 1999-March 2000
- Northeastern University Wellness Committee, January 1993 - December 1994
- Northeastern University In-service Training and Education Committee, September 1990 - September 1993
- Northeastern University Capital Funds Campaign, September 1993 - December 1994

**References Furnished Upon Request**