

**Michelle Poole**  
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## **Academic Experience**

Ball State University 2019 - Present

***Assistant Lecturer of Sociology***

Instruct undergraduate sociology courses on campus and online including social interaction, social problems, sociology of gender, and introduction to sociology. Prepare and deliver classroom lectures and initiate, facilitate, and moderate classroom discussions. Prepare course materials such as syllabi, homework assignments, and handouts. Compile bibliographies of specialized materials for outside reading assignments. Maintain student attendance records, grades, and other required records. Additionally, trained to instruct and create online, web-based courses in the Canvas Learning Management System. Maintain regularly scheduled office hours in order to advise and assist students. Advise students on academic and vocational curricula, and on career issues. Collaborate with colleagues to address teaching and research issues. Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences. Participate in campus and community events.

Owens Community College 2007 - Present

***Adjunct Sociology Instructor***

Instruct undergraduate sociology courses including Sociology, Multi-Cultural Diversity, Sociology of Religion, Marriage and the Family, Criminology, Women and Work, Social Problems, and other relevant offerings. Prepare and deliver classroom lectures and initiate, facilitate, and moderate classroom discussions. Create lesson plans, course work, maintain student grades, attendance, and other records. Advise students on academic, career, and community referrals. Additionally, trained to create and instruct online, web-based courses in the Blackboard Learning Management System.

Troy University, Troy, Alabama 2015 -Present

***Online Adjunct Sociology Instructor***

Instruct undergraduate sociology courses in an online classroom including criminology, juvenile delinquency, sociology of family, sociology of religion, social problems, and any additional course requests. Create and build an online classroom in the Canvas Learning Management System. Develop lesson plans, course work, tests, class lectures, and discussion boards. Maintain student attendance records, grades, and other required records. Advise and meet with students on academic, career, and vocational issues through Skype, FaceTime, and other online communication methods.

Bowling Green State University Firelands Campus 2019 - Present

***Adjunct Sociology Instructor***

Instruct Sociology courses on campus including Sociology 101, and any additional course requests. Create lesson plans, course work, class lectures and discussion, student meetings, and course assignments and activities. Maintain student attendance records, grades, and other required records. Additionally, trained to instruct and create online, web-based courses in the Canvas Learning Management System.

Lourdes University 2012 - 2019

***Adjunct Sociology Instructor***

Instruct undergraduate sociology courses on campus and online, including Multicultural Diversity, Sociology, and any additional course requests. Prepare and deliver classroom lectures and initiate, facilitate, and moderate classroom discussions. Create lesson plans, course work, maintain student grades, attendance, and other relevant records. Advise students on academic, career, and vocational

curricula. Additionally, trained to instruct and create online, web-based courses in the Canvas Learning Management System.

Monroe Community College, Monroe, Michigan

2019

***Adjunct Sociology Instructor***

Instruct Sociology courses on campus, including Multicultural Diversity, Sociology 101, and any additional course requests. Maintain student attendance records, grades, and other required records. Create lesson plans, course work, class lectures and discussion, student meetings, and course assignments and activities. Additionally, trained to instruct and create online, web-based courses in the Brightspace Learning Management System.

## **Research & Teaching Interests**

- Visual Sociology • Medical Sociology • Collective Behavior • Workplace issues
- sociology of homelessness

## **Merit Evaluation**

Ball State - Excellence in Teaching 2020 and 2021

## **Teaching Experience**

*Undergraduate Courses:*

- Social Problems • Medical Sociology • Visual Sociology • Social Interaction
- Juvenile Delinquency • Sociology of the Family • Women and Work • Sociology of Religion
- Sociology of Gender • Criminology • Deviance

## **Education**

University of Toledo, Toledo, Ohio

*M.A., Sociology*

Advanced Statistics, Research Methods, Sociological Theory.

Wrote and extensively researched- Social Justice issues, Juvenile Delinquency, Capitalism and Crime, Mentally ill in the criminal justice system, religion in society, and Workplace Diversity.

University of Toledo, Toledo, Ohio

*B.S., Criminal Justice*

Institutional Services, Public Administration, Cultural Diversity, Essentials of Helping Relations, Deviant Behavior, Social Psychology, Crime and Media, and White Collar Crime.

## **Social Work Experience**

Volunteers of America

2013 to 2018

**Director of Services**

Supervise and oversee the Permanent Supportive housing programs ran by Volunteers of America. These programs include Chestnut Hill PSH housing program for the homeless and the Family Steps supportive housing program for the homeless. As the director, responsibilities include maintaining smooth operations of the programs, assisting with grant submissions, data and reports, maintaining HUD compliance, and coordination with local social service providers, and community coordinated services for the homeless. Also, supervisory responsibilities of all support staff, and all other duties relating to the operations of deliverance of services to the housing programs.

Catholic Charities

2010 to 2013

**Housing Coordinator**

Supervise and oversee the housing programs ran by Catholic Charities. These programs include the Laposada family shelter for the homeless and a supportive housing program for the homeless. Responsible for maintaining program budgets, day to day operations of the shelter, and coordinating events and participating in the local COC efforts in ending homelessness. Also assisted with writing all grants for both housing programs, worked with local landlords to provide safe housing for shelter families, maintained all data and reports, HUD compliance and inspections, coordination with local social service providers, supervisory responsibilities of all support staff, and all other duties relating to the operations of deliverance of services to the housing programs. Additionally, ran the Christmas Programs and served on the Mareda Inc Board of Directors as the representative of Catholic Charities.

Neighborhood Properties

2005 to 2009

**Program Manager**

Managed housing program designed to help young, mentally ill offenders make positive changes in their lives. Supervise program staff. Interview and determine eligibility of clients for program. Prepare and maintain case histories, develop recovery plans, and monitor progress of clients. Develop and enforce program guidelines. Facilitate groups including Chemical Dependency Education, Wellness and Recovery, and Life skills. Counsel clients individually and in group sessions. Transport and assist clients with college admissions, job training, and other goal related objectives. Refer clients to other support services in the community including mental health agencies, social service agencies (food, clothes, employment), AA/NA and medical services.

Lucas County Correctional Treatment Facility, Toledo, Ohio

1998 to 2005

**CD/Counselor, Case Manager**

Provide intensive case management services and substance abuse treatment to clients in a correctional setting. Conduct intake assessments, monitor progress of clients, and adapt treatment as needed. Prepare and maintain case histories, treatment plans, and reports. Conduct LSI-R and Accucare assessments. Formulate and conduct programs to promote the prevention of alcohol and drug abuse. Instruct classes including Anger Management, Chemical Dependency Education, Thinking for a Change, Parenting, and Domestic Violence. Counsel clients individually and in group sessions. Provide crisis intervention services. Refer clients to other support services in the community including transitional housing, mental health agencies, AA/NA and medical services. Continuing contact with probation officers and court officials concerning progress and issues with clients, prepare documents for presentation in court, and accompany clients to court as needed. Help promote the successful reintegration of clients into society and with their families.