

Mai Ahmed El-Said

Address: ٦ October City (Cairo – Egypt)

Mobile No: ٠٠٢/٠١٠٠٩٤٦٤٣٧٢

Personal Information

Nationality: Egyptian

Gender: Female

Marital Status: Married

Date of Birth: ٩ May ١٩٨٣

Email:

DR.Mai.Elsaid@gmail.com

Qualifications:-

- ١- **B.A in English Language and education, English language department, faculty of education, October ٦ University, ٢٠٠٥, Excellent with honors**
- ٢- **Professional Diploma in English language and teaching methodology, faculty of education, Ain Shams University, ٢٠٠٦, very good**
- ٣- **Special Diploma in English language and teaching methodology, faculty of education, Ain Shams University, ٢٠٠٧, very good**
- ٤- **Master's degree in education "curriculum & methods of teaching English" ٢٠١١, Excellent**
- ٥- **Philosophy's degree in education "curriculum & methods of teaching English" ٢٠١٥, Excellent**

Position

Lecturer of Curriculum & Instruction (TEFL), Faculty of Education

October ٦ University

(٢٠٠٥: ٢٠١١) Demonstrator

(٢٠١١: ٢٠١٥) Lecture assistant

(٢٠١٥ till now) Lecturer

Work experience

١- Deputy of the head Department of Curriculum & Instruction (TEFL) October ٦ University from ١/٥/٢٠١٦ until now

٢- Lecturer of Curriculum and Instruction (TEFL), Faculty of Education October ٦ University from ١/٥/٢٠١٥ until now

٣- Lecturer Assistant of Curriculum and Instruction (TEFL), Faculty of Education October ٦ University ٢٠١١ to ٥/٢٠١٥.

٤- Demonstrator of Curriculum and Instruction (TEFL), Faculty of Education October ٦ University from ٢٠٠٥ to ٢٠١١

Duties and responsibilities:

١- Conducting lectures and supervising the practical tasks in the department.

٢- Submitting a report about the scientific activities, researches carried out and published and the ongoing researches to the head of the relevant department council to present to the department council.

٣- Participating in the work of the councils and committees

٤- Member of quality assurance management at October ٦ University

- **Coordinate the administrative apparatus standard in the Faculty of Education, ٢٠١٤**
- ٦- **Participating in the scientific conferences related to the department and faculty, and the other scientific conferences.**
- ٧- **Holding a weekly meeting for discussing the practice teaching problems**
- ٨- **Establishing projects for developing the faculty.**
- ٩- **Attending the training courses.**
- ١٠- **Responsible for different training courses of quality assurance.**
- ١١- **Supervising, guiding and motivating graduate students**
- ١٢- **Coordinating the practice teaching in the faculty.**
- ١٣- **Developing a plan for practice teaching program.**
- ١٤- **Coordinating with the Educational administration to identify and address the selected schools.**
- ١٥- **Distributing student teachers to varies schools according to the criteria determined by the department.**
- ١٦- **Coordinating the practice teaching program.**
- ١٧- **Holding meetings with the educational supervisors to discuss varies issues concerning the practice teaching.**
- ١٨- **Monitoring student teachers grades according to the approved evaluation model.**
- ١٩- **Evaluating student teachers' preparation notes continuously.**
- ٢٠- **Providing suitable preparation models for student teachers.**

- ٢١- Preparing reports about student teachers performance according to a certain model.
- ٢٢- Responsible for the examination works (control) of the Faculty of Education.
- ٢٣- Academic guidance for students.
- ٢٤- Confirm student registration.
- ٢٥- Preparing students' schedule.
- ٢٦- Responsible for different social activities in the faculty.

Activities and certificates of operation:

- ١ - Attendance and participation in the management and organization of the Third International Conference (the future of teacher preparation and development in the Arab world, held in the Faculty of Education / October ١٩٩٧ University in cooperation with the Association of Arab educators and the Professional Academy of Teachers) in ٢٠١٧.
- ٢- Distinguished participation in organizing the university education conference , special education and development challenges in ٢٠١٢
- ٣- Participating in activating students activities in ٢٠١٢
- ٤- Having The TOEFL TEST from Ain Shams University in ٢٠١٢
- ٥ – Having a Course of developing lecturers skills and abilities from the Training Center(Helwan University - ١٩th October University in ٢٠١١)
- ٦- Having The TOEFL TEST from Ain Shams University in ٢٠٠٩

- ∨ - Attendance and participation in the ٢٧ International Conference (CDELТ) at the guesthouse of Ain Shams University entitled (English as a Foreign Language "EFL") in ٢٠٠٧.
- ^ - Attendance and participation in the ٢٦ International Conference (CDELТ) at the guest house of Ain Shams university entitled "Literacy and English as a Foreign Language" EFL "in ٢٠٠٦
- 9 - Certified Trainer - Instructor (TOT) from the Professional Academy for Teachers November ٢٠١٧

Research and publications

Research / Books / Publications	the field
Prepare (TEFL Methodology ١) book in ٢٠١٥	Curriculum and Instruction (TEFL)
Prepare (TEFL Methodology ٢) book in ٢٠١٥	Curriculum and Instruction (TEFL)
Prepare (curriculum development) book in ٢٠١٦	Curriculum and Instruction (TEFL)
Prepare (Micro Teaching) book in ٢٠١٥	Curriculum and Instruction (TEFL)
Prepare (methods of teaching English for child) in ٢٠١٧	Curriculum and Instruction (TEFL)

'Research entitled "**Developing Student Teachers
Performance in Teaching the English Language**

Published in Ain Shams University's ٢٠١٥ "

"curriculum magazine

**Curriculum and Instruction
(TEFL)**