

CURRICULUM VITAE

Thorold (Tod) Roberts

Instructor of English • University of South Florida, Sarasota-Manatee (USFSM)

<http://www.sarasota.usf.edu/academics/CAS/faculty/TRoberts.php>

TEACHING EXPERIENCE

- **BUSINESS AND TECHNICAL WRITING:** University of South Florida, Sarasota-Manatee, 2003 to present (appointed to full-time resident faculty in Fall 2007); founding director of writing internship program for USF Sarasota-Manatee students (beginning Summer 2008). Teaching assignments include the following (ENC = English Composition; BTW = Business & Technical Writing):

NUMBER	TITLE	NUMBER	TITLE
ENC 3242	Technical Communication for Majors	ENC 4268	BTW Senior Seminar
ENC 3250	Professional Writing	ENC 4311	Advanced Composition
ENC 3310	Expository Writing	ENC 4906	BTW Independent Study
ENC 4212	Business and Technical Editing	ENC 4946	BTW Internship
ENC 4260	Advanced Technical Writing		

- **FRESHMAN/SOPHOMORE ENGLISH COMPOSITION AND LITERATURE:** Ringling School of Art and Design, 1998 to 2006; Manatee Community College, 1996-97; Kent State University, 1972-75; Western Michigan University, 1968-71; and University of Kansas, 1966-68
- **TECHNICAL WRITING:** Lakeland Community College, Mentor, Ohio, 1989
- **LITERARY COMEDY AND SATIRE:** Case Western Reserve University, Cleveland, Ohio, 1984
- **SEMINARS AND TUTORIALS IN BUSINESS AND TECHNICAL COMMUNICATIONS:** Accenture Consulting and other clients, 1983 to present
- **RELIGION AND LITERATURE:** Cleveland State University, 1980

ACADEMIC HONORS

- Teaching fellowship, Kent State Univ., 1973-75
- Satterfield Fellowship (full tuition, fees, and stipend, no teaching duties), Kent State Univ., 1971-72
- Teaching and Research Fellowship, Univ. of Kansas, 1966-68
- Deutscher Akademischer Austauschdienst (DAAD) Fellowship, Univ. of Kiel, Germany, 1965-66
- Delta Phi Alpha, honors society for students of German, Univ. of Kansas, 1965
- Dean's Honor Roll, all but two semesters (undergraduate), Univ. of Kansas, 1961-65
- Donnelley Undergraduate Scholarship, Univ. of Kansas, 1963-65

ACADEMIC PREPARATION

- 1971-75 Ph.D. studies in English, Kent State University, Kent, Ohio; completed all requirements except dissertation; passed comprehensive exams with honors in 1973
- 1966-68 M.A. in English (With Honors), Univ. of Kansas, Lawrence KS
- 1965-66 Graduate study in German linguistics and literature, Christian Albrechts Universität, Kiel, Germany
- 1961-65 B.A. in English and German (*cum laude*), Univ. of Kansas, Lawrence KS

SELECTED PUBLICATIONS AND PROJECTS

- Author of "He Stopped By to Visit and Stayed for a Lifetime: Robert Clendenin McClymonds, 1878 to 1962, Walton, Kansas," Newsletter of the Harvey County Genealogical Society, Newton KS, September 2006
- Editor of USF Sarasota-Manatee Strategic Plan (January 2005)
- Gilchrist Family Website (2002), research, narratives, and family trees involving more than 3,000 descendants of John Gilchrist, an immigrant to Pennsylvania from Ulster (Northern Ireland) in the 1730s
- Editor of *RAF Wings Over Florida* (history), published by Purdue Univ. Press (October 2000)
- "The Day I Almost Found God at Walgreen's" (short story, web-published, 1999)

- *The Mass Merchant Distribution Channel: Challenges and Opportunities* (editor, technical book published by Warehousing Education and Research Council, 1994)
- *Reconfiguring European Logistics Systems* (editor, technical book published by Council of Logistics Management, 1993)
- *The Secret Papers of the Stephen Duck Society* (Shandean satire, 1978-84)
- Several satirical papers, *Journal of Irreproducible Results*, 1981-84
- Numerous business white papers, seminar presentations, business proposals, technical reports, public relations and advertising work, and other professional communications (for complete list, see www.todroberts.com)

PROFESSIONAL AFFILIATION

Member, Society for Technical Communication, 2006 to present; served as judge for Florida Technical Communication Competition (FTCC) in November 2008

EXPERIENCE AS PROFESSIONAL WRITER AND EDITOR

- **TOD ROBERTS COMMUNICATIONS** (Sarasota, Florida), an independent practice serving business clients such as Accenture, Coopers & Lybrand, and other firms (Owner, 1987 to present)
- **CLEVELAND CONSULTING ASSOCIATES** (Mayfield Heights, Ohio), a firm specializing in logistics management consulting and information systems for Fortune 500 companies in consumer goods, retailing, and other industries (Writer/Editor and Director of Communications, 1983-87)
- **U. S. NATIONAL OFFICE OF ERNST & YOUNG** (Cleveland, Ohio), a "Big 6" international accounting and consulting firm (Writer/Editor, 1978-83)
- **URS CONSULTANTS** (formerly Dalton•Dalton•Newport, Shaker Heights, Ohio), an architecture, engineering, and planning firm (Manager of Editorial Department, 1976-78)
- **INDEPENDENT WRITER/EDITOR:** Have prepared press releases and media contact programs; articles in business journals; speeches and seminar presentations; brochures; conventional and online research; customer/competitor interviews; print advertising; business plans and mission statements; technical documentation; software user manuals; newsletters and handbooks; and translations of English-written business communications into/from French and German
- **RESEARCHER AND WEB AUTHOR:** Extensive experience as user of research databases, both paper-based and electronic, and as writer and designer of business websites
- **PROFESSIONAL WEBSITE:** See <http://www.todroberts.com> for further qualifications, client list, and other information

SERVICE TO USFSM COLLEGE OF ARTS & SCIENCES (CAS)

- Contributor of winning motto ("Opening Doors, Opening Minds"), CAS Ad-Hoc Motto Committee, 2011
- Member (2008-09) and Chair (2010-2012) of Instructor Evaluation Committee
- Faculty presenter at campus workshops concerned with online instruction, 2009-2010
- Presenter of workshops on graduate-school admission essays, 2009-2010
- Presenter of coaching sessions for Graduate Management Admission Test (GMAT), 2007-2009
- Chair of CAS Student Grievance Policy Committee, 2009

COMMUNITY AND VOLUNTEER SERVICE

- Speaker on *RAF Wings Over Florida* at Jewish Family and Children's Services, "Save Our Seniors" luncheon, 2009
- Mentor to Jesus Ledezma, incarcerated USFSM student, 2006 to present
- Volunteer editor, Kansas Historical Quarterly Web Project, Kansas Collection website (www.kancoll.org), 2000-2005
- President of local Forest Lakes Homeowners Association, Sarasota FL, 1999-2001
- Volunteer writer, editor, and general assistant with Gulfcoast Community Foundation (Venice FL), Child Development Center (Sarasota FL), and Family Law Connection (Sarasota FL), 1994-2006
- Teacher at Gulf Coast Marine Institute (Venice FL), a second-chance school for juvenile offenders, 1997
- Graduate of Citizens Law Enforcement Academy, Sarasota FL, Nov 1999