

CARLY MAYES

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EDUCATION

- RICE UNIVERSITY – Houston, TX
Doctor of Philosophy, Political Science, May 2020 (Expected)
- OKLAHOMA STATE UNIVERSITY – Stillwater, OK
Master of Arts, Political Science, December 2011
- UNIVERSITY OF OKLAHOMA – Norman, OK
Bachelor of Arts, Public Relations and Political Science, May 2008

TEACHING AND RESEARCH EXPERIENCE

RICE UNIVERSITY – Houston, TX

Teaching Assistant to Dr. Rick Wilson (May 2018 – December 2019)

Teaching Assistant to Dr. Michelle Torres (January 2020 – present)

- Collaborated with lead faculty on the grant-funded redesign of curriculum for POLI 395: Introduction to Research Design.
- Following the “flipped classroom” model, wrote and produced short videos which demonstrated the R skills necessary to complete each week’s homework assignment. Videos can be found [here](#) on YouTube.
- Facilitated weekly lab sessions, including the creation and grading of all lab homework assignments.
- Assisted students in implementing their final research projects, especially focused on building data management skills, data visualization skills, and oral and written communication skills.

Consultant at the Center for Academic and Professional Communication (August 2017 – December 2018)

- Worked with students in both one-on-one and group settings to develop written and oral communication skills.
- Designated projects included working with special populations of students, including student athletes and multi-lingual English speakers.
- Served as designated support for the following courses:
 - FWIS 100 – Freshman developmental writing course
 - Strategic Communications – MBA program, Jones Graduate School of Business

Research Assistant to Dr. Melissa Marschall (August 2016 – May 2018)

- Data collection for the Local Elections in America Project (LEAP) and for project studying the rise of female mayors in the American South.

- Co-author, “Rise of Female Mayors in the South,” presented at Midwest Political Science Association, April 2017.

LONE STAR COLLEGE – NORTH HARRIS, Houston, TX

Regular Adjunct Instructor (Summer 2017)

- Responsible for the creation of all lectures, in-class discussion activities, assignments and tests.
- Maintained Desire2Learn (D2L) online classroom environment.
- Counseled students on an individual basis during office hours.
- Collected student learning outcomes (SLO) data in support of Lone Star College’s SACS accreditation process.

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

70% Adjunct Instructor (August 2015 – July 2016)

Regular Adjunct Instructor (March 2014 – May 2015)

- Responsible for the creation of all lectures, in-class discussion activities, assignments and tests.
- Piloted curriculum utilizing the Peer Led Team Learning (PLTL) in-class academic support model in Federal Government. Mentored the two PLTL leaders associated with course. (Spring 2015)
- Piloted curriculum combining the PLTL and Civic Engagement models in one section of Federal Government. (Fall 2015)
- Piloted a cross-departmental Civic Engagement curriculum addressing the issue of homelessness in the Houston-area community. (Fall 2015)
- Maintained Desire2Learn (D2L) online classroom environment.
- Counseled students on an individual basis during office hours.
- Participated in several departmental professional development opportunities, including three semester-long book studies of major works in political science.
- Collected student learning outcomes (SLO) data in support of Lone Star College’s SACS accreditation process.

Tutor Coordinator, December 2013 – August 2015 (1 year, 8 months)

- Managed staff of over 25 part – time professional and student tutors. This includes scheduling, training and providing support for HR processes (such as payroll and conflict resolution).
- Served as main Learning Center contact for students with disabilities. Managed ADA accommodation forms and provided appropriate tutor support based on students’ needs.
- Co-coordinated Learning Center sponsored campus-wide events, such as Best Start Stampede and Exam Jam.
- Developed and implemented tutor training sessions, according to the College Reading and Learning Association's International Tutor Training Program Certification’s requirements.
- Collaborated with faculty to create and implement academic skill development workshops for students in specific degree and certificate programs, such as the Nursing and Occupational Therapy Assistant programs.

UNIVERSITY OF HOUSTON, DEPARTMENT OF UNDERGRADUATE SCHOLARS
Houston, TX

Program Coordinator 2, April 2012 – December 2013

Teaching Responsibilities

- Developed the curriculum for the CORE 1101: College Success course, designed to increase retention of undeclared first time in college freshmen.
- Facilitated training for the department's instructional advising staff on the CORE 1101 curriculum and appropriate pedagogy.
- Lead Instructor, CORE 1101: College Success. Responsible for a total of 480 students during the 2012 and 2013 fall semesters.
- Advised students on course selection and processes required to transition to their major of choice.
- Served as mentor for new CORE 1101 instructors during the 2013 spring semester.
- Served as the Blackboard Online Course Management System trainer for all CORE 1101 instructors.

Programming Responsibilities

- Redesigned training curriculum and facilitated training of student workers on new CORE 1101 curriculum and changes to their job requirements. Initiated the CRLA certification process for our Mentor and Tutor Program.
- Responsible for interviewing, hiring, and scheduling the Mentor and Tutor Team. Managed the work flow of all students in the program. Additionally, worked with several mentors one-on-one and provided guidance for their assigned projects inside and outside the classroom.
- Served as co-coordinator for the Major Selection Fair, a cross-departmental event designed as an informational session for students transitioning to their desired major. (October 2012, July-October 2013)
- Served as member of the department's Orientation Team by helping organize summer New Student Orientation sessions and delivering academic programming to incoming students. Implemented and assessed a program to ensure student compliance with university-wide initiative to increase use of the online myUH Academics Planner. (Summer 2012 and 2013)

OKLAHOMA STATE UNIVERSITY, DEPARTMENT OF POLITICAL SCIENCE
Stillwater, OK

Teaching and Research Assistant, January 2009 – May 2010

- Maintained grades and attendance for "Parties and Interest Groups" course. (Dr. Jeanette Mendez, Spring 2009)

- Collected and coded data for a judicial politics research project. (Dr. Eve Ringsmuth, August 2009-May 2010)

Teaching Assistant, POLS 1113, Aug. 2009 – May 2011

- Created and administered all lectures, assignments and tests for POLS 1113: Introduction to American Government.
- Maintained grades and facilitated online discussions through the Online Classroom.
- Counseled students on an individual basis during office hours.

COURSES TAUGHT

- POLS 1113: Introduction to American Government, Oklahoma State University, Fall 2009 – Spring 2011
- CORE 1101: College Success, University of Houston, Fall 2012 – Fall 2013
- GOVT 2305: Federal Government, Lone Star College – Kingwood, Fall 2014 – Summer 2017
- GOVT 2306: Texas Government, Lone Star College – Kingwood, Spring 2014 – Spring 2016
- EDUC 1300: Learning Frameworks, Lone Star College – Kingwood, Fall 2015 – Spring 2016
- POLI 395: Introduction to Research Design, Rice University, Spring 2019 – present. (Teaching Assistant)

CONFERENCE AND INSTITUTIONAL PRESENTATIONS

CONFERENCE PRESENTATIONS

- “Leveraging the Power of Cross-Departmental Curriculum for Campus-wide Civic Engagement Projects”, Co-Presenters: Professors Lisa Darling and Daniel Tatarzyn – *LSC Biennial Civic Engagement Conference on Economic Inequality*, Houston, TX, November 7, 2015
- “Civic Engagement Curriculum and Academic Success Rates at Community Colleges”, Co-Presenter: Dr. John J. Theis – *American Political Science Association, Teaching and Learning Conference*, Portland, OR, February 12 – 14, 2016
- “Rise of Female Mayors in the South,” Co-Presenter: Avesh Krishna – *Midwest Political Science Association Annual Meeting*, April 2017.
- “Ballot of the Sexes: The Effect of Gender and Electoral Level on Candidate Evaluation,” Co-Presenter: Steven Perry – *Southern Political Science Association Annual Meeting*, January 2019.

INSTITUTIONAL PRESENTATIONS

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

- HARN Transfer Week, Guest Lecturer, “Getting In: Writing a Great Transfer Essay” Workshop, April 2015 and October 2015
- Honors College Student Organization, Guest Lecturer, “Stress Management” Workshop, October 2015

- Faculty Speaker Series, “Birth Control and the Politics of the Body”, November 2015

PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

Conferences

- We Are Lone Star New Employee Conference, The Woodlands, TX, January 2014
- College Academic Support Programs Conference, San Antonio, TX, September 2014

Training

- D2L Basics Foundations Course, Spring 2014
- LSCS Supervisor’s Training Program, May 2014
- Strengths Quest, April 2014
- Civic Engagement and Social Responsibility Faculty Development, Spring 2015
- LSCS EDUC 1300 Faculty Certification and Training (10 hours), August 2015
- The Scholarship of Teaching, Fall 2015
- Public Achievement Faculty Professional Development – LSCS Center for Civic Engagement and the Sabo Center for Democracy and Citizenship, Augsburg College, October 2015

THE UNIVERSITY OF HOUSTON, Houston, TX

Conferences

- Advisors Conference, September 2012
- Center for Teaching Excellence Teaching and Learning Conference, November 2012
- First Year Experience Conference, Orlando, FL., February 2013

Training

- Peoplesoft Training for Enrollment Management and Curriculum Management, April and May 2012
- Blackboard Training for New Instructors, May 2012
- Cougar ALLY Training, September 2012
- Academic Advisor I Certification, May 2013
- Cascade Website Content Management System Training, August 2013

GRANTS

- American Democracy Project and The Democracy Commitment (ADP/TDC) Economic Inequality Initiative Campus Mini-Grant, 2015. Awarded to support cross-departmental civic engagement curriculum project on homelessness.

INSTITUTIONAL AWARDS AND RECOGNITION

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

- Recognized at the September 2015 LSCS Board of Trustees Meeting as a “Star Adjunct Instructor” for work on implementing Civic Engagement and Peer-Led Team Learning (PLTL) Curriculum.

EDUCATIONAL RESEARCH

- Mayes, Carly. (December, 2011). *Reexamining Gender Differences in Campaign Messages: The Political Advertisements of Men and Women Candidates for U.S. Senate During the 2010 Midterm Elections*. Graduate Thesis. Oklahoma State University, Stillwater, OK

INSTITUTIONAL SERVICE

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

- Secular Student Alliance Faculty Co-Advisor, January 2015 – present
- Faculty Senate Early Alert Committee, September 2015 – present
- Lone Star College Book Festival Committee, September 2015 – present

UNIVERSITY OF HOUSTON, Houston, TX

- Volunteer for Spring 2013 Cougar First Impressions, January 2013

COMPUTER SKILLS

MICROSOFT OFFICE, Proficient

ONLINE CLASSROOM, Proficient

BLACKBOARD VISTA, Proficient

BLACKBOARD LEARN, Proficient

PEOPLESOFT, Proficient

MOTION, Proficient

R, Proficient

Motion, Proficient