

# Sandra W. Harner

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## Education

**B.A.**, June 1964 English, Cedarville College, Cedarville, OH  
**B.S.**, June 1964 English Education, Central State University, Wilberforce, OH  
**M.A.**, August 1981 English, University of Dayton, Dayton, OH  
Graduate course "Style in Writing," Wright State University, 1983  
Certificate, Technical Writing Institute for Teachers, Rensselaer Polytechnic Institute, Troy, NY, 1984  
Seminar: "Newsletter Editing, Design, and Production," Promotional Perspectives, Ann Arbor, MI, 1984  
Seminar: "Better Business Writing," Dun & Bradstreet, New York, 1986  
Seminar: "Getting into Print," Promotional Perspectives, Ann Arbor, MI, 1987  
Graduate Online Course "Theory and Research in Audience Analysis," University of Minnesota, 1997.  
Certification in Myers Briggs Type Indicator training, 2016.

## Experience

*Professor Emeritus of Professional Writing and Information Design*, Cedarville University, Cedarville, OH, 2017 to present

Developed the technical and professional communication program for Cedarville University in 1984 and currently direct the program. Successfully brought the program from its inception to a full major. Responsibilities, in addition to teaching a full course load, include developing curriculum, securing and supervising adjunct faculty, advising students, supervising independent studies, placing and supervising student internships, and advising the award-winning student chapter of the Society for Technical Communication (STC).

### *Class List:*

Style and Mechanics for Writers	Instructional Design I and II
Technical Marketing Communication	Designing Technical Reports
Technical Communication	Technical Editing
Design of Manuals	Special Topics (Project Management)
Designing Information for the Web	Technical Communicator in a Corporate Culture
Designing Online Help Systems	Professional Portfolio II
Visual Rhetoric	

*Senior Professor of Technical and Professional Communication*, Cedarville University, Cedarville, OH, 2011-2017

*Professor of Technical and Professional Communication*, Cedarville University, Cedarville, OH, 2000-2010

*Associate Professor of Technical and Professional Communication*, Cedarville University, Cedarville, OH, 1991-1999

*Assistant Professor of Technical and Professional Communication*, Cedarville University, Cedarville, OH, 1983-1990

*Instructor of English*, Cedarville University, Cedarville, OH, 1981-1982

*Adjunct Instructor of English*, Cedarville University, Cedarville, OH, 1978-1980

- 2009 to present      *Elected member of the STC Nominating Committee*
- 2006-2010          *Member of the STC Body of Knowledge team*
- 2007-2010          *Strategic Oversight Manager of the Education section of the STC Body of Knowledge*
- 2009-2010          *Member of the STC Fellows Nominating Committee*
- 1999 to              *Assistant to the STC President for Academic and Research Programs*  
2006                  See page two under International STC Activities for details of position.
- 1976 to              *Independent Consultant*  
Present
- Responsibilities include presenting on-site workshops for training in effective writing skills; writing advertising copy for college text books; creating and designing newsletters and brochures for private businesses, schools, and advertising agencies; writing teacher and student manuals for Sunday school curriculum; and writing video scripts.
- 2016                  American Electric Power, Dublin, OH  
Responsibilities included developing curriculum and teaching engineers grammar refresh and clear writing skills.
- 1998 and 2003      Alkermes, Blue Ash, OH  
Responsibilities included developing curriculum and teaching senior chemists how to write scientific reports in a research and development pharmaceutical company.
- 1997                  *Communications Manager*, MYCOM Enterprises, Cincinnati, OH  
Responsibilities included completing projects for clients such as Proctor & Gamble and AT&T, assessing employees writing skills, developing a writing training curriculum, and developing and designing a process and procedural manual.

**Awards**

- SOCHE Award for Faculty Excellence in Teaching, 2016  
Innovative Teaching Award, 2010  
SOCHE Award for Faculty Excellence in Teaching, 2009  
Faculty Advisor Award, 2008  
STC Pacesetter Award, 2008  
Distinguished Service Award, STC Region 4, 2003  
STC Newsletter Merit Award, 2002  
STC Pacesetter Award, 2002  
Fellow of STC, 2001  
STC Newsletter Merit Award, 1999  
Recipient of STC's first Faculty Internship Grant, 1997  
Recipient of STC's Jay R. Gould Award for Excellence in Teaching, 1996  
Associate Fellow of STC, 1996  
STC Pacesetter Award, 1995  
STC Chapter Achievement Award, 1992  
STC Newsletter Achievement Award, 1992

**Membership**

- Fellow, Society for Technical Communication  
Member, Association for Teachers of Technical Writing  
Member, Council of Programs for Technical and Scientific Communication

### International STC Activities

- Manager, Sigma Tau Chi, (honorary society for students in technical communication) from 1992 to 1999
- Manager, Jay R. Gould Award Nominating Committee, from 1998-1999; 2002-present
- Served as onsite judge in the International Technical Publications Competition in Houston, TX, 1998 and in Atlanta in 1999
- Served as judge for the Ken Caird Student Article Competition, from 1997 to 1999
- Served as reviewer for proposals for the 1996, 1997, 1998 STC Annual Conferences
- Served on the Conference Support Committee for the 1999 STC Annual Conference
- STC Board of Directors (1998 to present)
  - Appointed for a one-year term as Assistant to the President for Academic and Research Programs (re-appointed for the seventh year); Responsible for the following committees:
    - Academe-Industry Committee: promotes understanding between teachers and practitioners of technical communication; promoted fellowships for faculty and practicing professionals
    - Secondary Education Outreach Committee: explores, develops, and coordinates programs with schools, agencies, and STC chapters to help high school teachers develop and use functional, practical writing curricula
    - Research Grants Committee: receives and reviews proposals for basic and applied research projects that benefit STC members and the technical communication profession
    - Scholarships: receives and reviews applications for STC scholarships in technical communication to undergraduate and graduate students in technical communication or a closely allied field; awards scholarships and notifies the board
    - Sigma Tau Chi: distributes information about STC's student honorary fraternity; receives applications and selects nominees for membership; recommends candidates to the board
    - Special Opportunities Grants: receives and reviews proposals for controlled activities that can develop and communicate new information to the STC membership. These special opportunities do not qualify as research programs. (Moved to another AP in 2002).
    - Jay R. Gould Award Committee: distributes information about STC's award for outstanding educators, receives applications and selects nominees for awards; recommends candidates to the board
    - Journal Editor Fellowship: administers a program for new and prospective journal editors.
    - Student Member Support Committee

### Presentations

- "How to Write a Successful Grant Proposal," presented at the 30<sup>th</sup> Annual Conference of the Association of Christian Librarians, Bryan College, Dayton, TN, 1986.
- "How to Write a Successful Grant Proposal," presented at the 12<sup>th</sup> Annual Symposium of the Southwestern Ohio Council for Higher Education, Wright State University, Dayton, OH, 1987.
- "Interviewing: A Process Approach," presented at the STC Annual Conference, Chicago, 1989.
- "Exploring and Enhancing Your Creativity," presented at the STC Annual Conference, New York, 1991.
- "Exploring and Enhancing Your Creativity," presented at the 15<sup>th</sup> Annual Practical Conference on Communication, Oak Ridge, TN, 1991.
- "Exploring and Enhancing Your Creativity," presented at the Region 4 STC Conference, Butler University, Indianapolis, IN, 1992.
- "Exploring and Enhancing Your Creativity," presented at Wright State University, 1992.
- "Exploring and Enhancing Your Creativity," presented at the Southwestern Ohio STC Chapter meeting, 1992.
- "Exploring and Enhancing Your Creativity," presented at the STC Annual Conference, Atlanta, 1992.
- "Education in Scientific and Technical Communication: Types of Programs," co-presented at the STC Annual Conference, Washington D.C., 1995.
- "Teaching Technology: Immersing Students in a High-Tech Environment," co-presented at the STC

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- Annual Conference, Toronto, Ont., 1997.
- “Presenting a Professional Portfolio,” presented at the Region 4 STC Conference, Fairborn, OH, 1997.
- “Models of Academic/Industry Relationships and Learning,” co-presented at the STC Annual Conference, Anaheim, CA, 1998.
- “Innovate and Implement to Produce Better Technical Communicators,” co-presented at the STC Annual Conference, Anaheim, CA, 1998.
- “What It Takes to Win in STC Competition,” co-presented at the STC Annual Conference, Anaheim, CA, 1998.
- “What’s in a Name?” presented at the CPTCS Annual Conference, Lewes, Delaware, 1998.
- “The Challenges of Teaching Online” presented to faculty at Ohio Dominican, Columbus, OH, 1999.
- “Effective Uses of Online Discussion,” co-presented with Wes Baker at the OFIC Ameritech Faculty Development Technology Project, Cedarville University, 1999.
- “Developing a Strategic Marketing Framework,” co-presented with Tom Zimmerman at the STC Annual Conference, Nashville, TN, 2002.

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- Invited presenter on the Plenary Panel, Annual Conference of Council for Programs in Technical and Scientific Communication, "Trends in Undergraduate Curricula in Professional, Scientific, and Technical Communication Programs in the United States: A Brief Look," 2003.
- "Trends in Undergraduate Curriculum in Scientific and Technical Communication Programs," presented results of research grant at CPTSC Annual Conference, Purdue, Indiana, 2005.
- Invited Speaker at the 10<sup>th</sup> Annual Society for Technical Communication Workshop for Teachers of Technical Writing at Missouri State University, "Incorporating Technical Communication Theory into the Curriculum," March 28, 2014.
- Invited Speaker at the 12<sup>th</sup> Annual Society for Technical Communication Regional Student Conference at Missouri State University, "The Technical Communicator and the Importance of Working with emotional Intelligence," March 29, 2014.
- "Incorporating Technical Communication Theory into the Curriculum," presented at the CPTSC Annual Conference, University of Colorado, Colorado Springs, CO, October 26, 2014.
- Invited Speaker at the 11<sup>th</sup> Annual Society for Technical Communication Workshop for Teachers of Technical Writing at Missouri State University, "Teaching Project Management Skills to Technical Writing Students," March 20, 2015.
- Invited Speaker at the 13<sup>th</sup> Annual Society for Technical Communication Regional Student Conference at Missouri State University, "Applying Rhetorical Principles to Visuals," March 21, 2015.

## Publications

- "Interviewing: A Process Approach," *Proceedings of the STC Annual Conference*, Chicago, 1989.
- "Give the New Kids a Chance," *Between the Lines*, (Newsletter for SWO STC Chapter), 1990.
- "Worship Through Drama," *Cedarville Torch*, Spring, 1992.
- "Members of a Family," *News & Views*, (Newsletter for Baptist Life Association), 1995.
- "Teaching Technology: Immersing Students in a High-Tech Environment," *Proceedings of the STC Annual Conference*, Toronto, Ont., 1997.
- Book Chapter entitled, "Master of Arts Degree" published in *Education in Scientific and Technical Communication: Programs that Work*. Society for Technical Communication Press, 1997.
- "Faculty Internship Brings Professors and Practitioners Together," *Intercom*, December 1998.
- *Technical Marketing Communication* by Harner and Tom Zimmerman (Marketing Director of GE Capital, Information Solutions, Allyn & Bacon/Longman, January, 2002.
- "Trends in Undergraduate Curriculum in Scientific and Technical Communication Programs," *Technical Communication*, May 2005.

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