

## **Brad Reitz**

Miami University  
Farmer School of Business  
800 E. High Street  
FSB 3070  
Oxford, OH 45056  
(513) 529-1513  
reitzbd@miamioh.edu

## **Education**

*PhD Composition and Rhetoric*, Miami University, Oxford, Ohio

- Dissertation: Expertise and Workplace Writing

*M.A. English*, Texas State University, San Marcos, Texas, 1993

*B.A. English*, University of Texas, Austin, Texas, 1990

## **Teaching Specializations**

Business Communication  
Composition  
ESL/L2 writing and speaking  
Basic Writing, Adult Education

## **Teaching Experience**

*Miami University*, Oxford, Ohio, 2008–present

- Course Coordinator, Business 284, Professional Communication for Business
  - Train, prepare and support a team of 10 instructors across 22 sections per semester, and online course in Winter and Summer terms
  - Coordinate instructors from 2 departments and 3 programs
  - Oversee master courses in LMS for on-ground and online course
  - Lead periodic assessments of curriculum
  - Led a team in developing an OER textbook for course
- Teaching Business 284, Professional Communication for Business
  - 3-credit course focused on developing advanced written and oral communication skills
  - Part of a team that developed curriculum for on-ground course and designed curriculum and materials for online course
- Taught Business 102, Foundations of Business Communication
  - 2-credit course focused on basic business written and oral communication
  - One of four courses that make up First-Year Integrated Core
- Taught Business 102, Writing for Business Decision Making
  - 1-credit course focused on the basic forms of business writing and emphasizes the key elements of effective business communication
  - Taught both on-ground and online
- Taught English 109, English Composition for Second Language Writers
  - 4-credit academic writing course (equivalent of English 111 for international students) focused on rhetorical analysis and composition
- Taught English 108, US Cultures and Composition for Second Language Writers
  - 5-credit course that fulfills global requirement, focusing on writing, reading and speaking for academic purposes

- Taught English 111 and 112, first year Composition courses
  - English 111 focused on principles and practices of rhetoric and composition
  - English 112 focused on writing critically and analytically about texts

*The New York Times Learning Network, Summer 2008*

- Freelance Writer for online ELL lesson plans and other resources for teachers, students and parents, grades 3-12

*Episcopal Community Services, San Francisco, California, 2005–2008*

- Taught Adult Literacy, Adult Basic Education, and GED preparation to low income and homeless adults, including English language learners
- Assessed students regularly using CASAS (Comprehensive Adult Student Assessment Systems)
- Developed curriculum for Literacy and Adult Basic Education courses
- Monitored computer lab; worked with students on computer literacy

*The Beekman School, New York, New York, 1999–2005*

- Taught (grades 8-12) English and U.S. History
- Developed curriculum for English department
- Proctored and graded New York State Regents Exam
- Taught SAT reading and writing prep course

*Long Island University, Brooklyn, New York, 1997–1998*

- Taught writing workshop for English Composition
- Worked in campus writing center

*Austin Community College, Austin, Texas, 1992–1997*

- Taught three levels of remedial writing courses
- Worked in Writing Lab tutoring students in remedial writing courses, Composition, Literature, and other courses across the curriculum with a writing component

## **Committees**

*Global Miami Plan Writing Committee, Miami University, 2018-present*

*Farmer School of Business Learning Outcome Assessment Committee, 2019-present*

## **Conference Presentations**

Marshall, A., & Reitz, B. (2018, March). Teaching Business Communication within an Integrated First-Year Curriculum. Presentation at the Association for Business Communication Midwestern / Southeastern U.S. Regional Conference, Cincinnati, OH.

Reitz, B. (2018, October). Our Professors Don't Have "Business Communication" Degrees: How to Align Interdisciplinary Instructors of business Communication. Presentation at the Association for Business Communication Annual Conference, Miami, FL.

Chisum, P., Crews, R., Eyman, D., McGlothlin, J., & Reitz, B. (2019, October). Innovative Teaching Strategies for the Business Communication Classroom: Tactics from First Year Integrated Core Faculty. Presentation at the Association for Business Communication Annual Conference, Detroit, MI.

**Publications**

Dutro, Gina C., Evans T. M., Harwood L., & Heidi A. McKee H. A., & **Reitz B.** (2017-2020).  
*Foundations of Business Communication*. Van-Griner Publishing.