

STEPHEN E. BUCHER

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ADMINISTRATION, TEACHING, AND COURSE DEVELOPMENT

University of Southern California

Director, Engineering in Society Program (formerly the Engineering Writing Program),
USC Viterbi School of Engineering, 1998 to Present

Administration: Develop and responsible for all aspects of program. Design curriculum, hire and train faculty, manage budget, coordinate with Dean's office and other university writing programs. Designed undergraduate and graduate communication courses for engineering students; worked with School and University curriculum committees to ensure course approval. Conceived of, developed, and manage online magazine *Illumin* (<http://illumin.usc.edu>). Handle program-related student issues, including grade changes and disciplinary action. Help coordinate school's academic integrity efforts. Coordinate ABET-related assessment efforts for the program and help with accreditation efforts for all Viterbi undergraduate degree programs. Program was identified by ABET review chairs as one of three institutional strengths during 2016 review. Program was re-envisioned to the Engineering in Society Program in 2022.

Professor of Technical Communication Practice, *USC Viterbi School of Engineering*, 2019 to Present
Associate Professor of Technical Communication Practice, *USC Viterbi School of Engineering*,
2011 to 2019

Senior Lecturer, *USC Viterbi School of Engineering*, 2007 to 2010

Lecturer, *USC Viterbi School of Engineering*, 1997 to 2007

Teaching: Designed original curriculum and teach required advanced writing course specifically for engineering students (WRIT 340). Developed assignments for course that reflect engineering practice. Also designed and taught graduate communication courses (ENGR 501x, 502x, 503x, and 504x). Student evaluations are consistently among the highest in the program. Designed and taught CSCI 598, which is a 1-unit course for Master's Computer Science students taught in large section format (approx. 240 per section). Taught Freshman Academy (ENGR 102) sections from 2011-2014.

Courses Developed:

- WRIT 340: Advanced Writing Communication for Engineers – University advanced writing requirement
- ENGR 501x (no longer offered) – Communication course for Master's students
- ENGR 502x – Writing skills for engineering Ph.D. students
- ENGR 503x – Oral communication skills course for engineering Ph.D. students
- CSCI 598 (became ENGR 595) – Communication course for Master's students seeking internship

Part-time Lecturer, Marshall School of Business, 1993 to 1997

Taught undergraduate course in Business Communication Department (BUAD 302). Prepared and delivered lectures focusing on oral and written communication skills. Coordinated grading program for M.B.A. program. Hired and oversaw freelance writers who graded papers for graduate communication course.

Part-time Lecturer, School of Engineering, Industrial and Systems Engineering Department, 1995 to 1997

Taught undergraduate communication course in Industrial and Systems Engineering Department (ISE 107). Assignments reflected systems engineering communication needs. Started Communications Lab to provide students and faculty extra help with writing and presentation tasks. Coordinated staff to complete grading of assignments in technical classes. Designed and present workshops that address students' specific communication needs.

Los Angeles City College

Instructor, Special Programs, 1990 to 1994

Taught English courses to adults in accelerated degree program. Prepared and delivered lectures on material ranging from literature to writing strategies. Selected readings, created assignments, evaluated student writing.

Developed and taught ESL (English as a Second Language) course for contract education client.

UNIVERSITY SERVICE

Member – *University Committee on Curriculum*, 2008-present.

Chair – *Off-campus Studies Panel*, 2008-present. Review all university courses and programs that go abroad or off campus for a substantive part of the student experience.

Member – *Viterbi Dean's Review Committee*, 2021

Member – *Joint Committee to Review Processes and Practices: OCAP*, 2020, Served on Provost/Senate committee to address issues with OCAP. The committee's recommendations are currently being considered and implemented.

Member – *USC Employees Relations Core Team*, 2019-2020.

Member – *Working Group on University Culture*, Standing task force to address university culture change. Group reports to President's Culture Commission, 2019-present.

Member – *Task Force on Workplace Standards and Employee Wellness*, Special Task Force Assembled by the Provost, 2017-2018.

Member/Chair – *RTPC Promotions Committee*, 2017-2023. Appointed chair in Fall 2022.

Co-Chair – *Faculty Rights and Responsibilities Committee*, Academic Senate, 2012-2021.

Member – *Faculty Handbook Committee*, Academic Senate, 2018-2023.

Participant – *Interviewer for University Ombudsperson*, 2018.

Member – *The Provost Task Force on the Credit Hour*, 2017.

Member – *Residential College Redesign Committee*, Provost's Committee, 2015-2016.

Member – *Provost's Task Force on Teaching Effectiveness*, 2015-2016.

Member – *University Writing Committee*, USC, 2001-present.

Member – *WASC Steering Committee*, 2009-2011.

Member – *Committee on Academic Programs and Teaching*, 2006-2009.

Member – *Learner-Centered Education Committee*, 2006.

Member – *Selection Committee*, Center for Excellence in Teaching's Fund for Innovative

Undergraduate Teaching, 2006.

Member – *Selection Committee*, Center for Excellence in Teaching’s Mellon Mentoring Grants, 2006.

Member – *University-Community Parking Study Steering Committee*, 2006.

Founding Member – *Community-based Learning Collaborative*, USC, 2002-2010.

Member – *Overseas Studied Panel*, USC, 2004-2006.

Chair – *Non-native Speaking Committee*, USC, 2002-2004.

VITERBI SERVICE

Member – *Viterbi Selection Committee* – for the first Linda Rock Staff Service Award

Coordinator – Appointed inaugural Academic Integrity Coordinator to oversee transition of graduate students integrity violation adjudication from central administration to Viterbi, 2017-2023.

Member – *Division of Engineering Education (DEE)*, 2008-present.

Chair – *Continuous Improvement Subcommittee, Division of Engineering Education*, 2013-2015.

Co-Chair – *Viterbi Good Neighbors Campaign*, 2008-2009.

Chair – *Viterbi Academic Integrity Task Force*, 2006-2008 and 2014-2015.

Member – *KIUEL Advisory Board*, 2006-2009.

Member – *Non-Tenure Track Faculty Title Committee of the EFC*, 2005.

Interviewer – *USC Viterbi School Summer Abroad Program*, 2005-2014.

Interviewer – *Scholarship Applicants*, 2005- present.

AWARDS

Recipient – *Distinguished Faculty Service Award* – Presented by USC Academic Senate, 2018.

Recipient – *John O’Brien Faculty Service Award* – Presented by USC Viterbi, 2018.

Recipient – *SCitizen Grant* (part of USC First Contact Initiative), 2006.

Recipient – *Mellon Mentoring Grant*, USC, 2005.

Recipient – *Mellon Mentoring Grant*, USC, 2004.

Recipient – *USC University Neighborhood Outreach (UNO) Grant*, 2004, 2005.

Recipient – *Teaching Has No Boundaries Award*, 2003. University-wide award.

Recipient – *USC Good Neighbor Volunteer Award*, 2003. University Faculty/Staff award.

Co-Recipient – *Fund for Innovative Teaching Award*, 1999. Awarded development money for web magazine Illumin.

PRESENTATIONS

Guest Lecturer – ENGR 101, 2005 – 2009.

Guest Lecturer – ENGR 102, 2010 – 2021.

Panelist – External Fellowship Workshop, 2012 – present.

Panelist and Presenter – *Faculty Assembly on Learner-Centered Education*, 2006.

Panelist and Presenter – *CET Breakfast*, 2006.

Co-Chair - *Conference on College Composition and Communication*, EngiComm SIG (Special Interest Group) 2009-2014

Panelist – *Conference on College Composition and Communication*, 2003, 2004, 2005, 2006. Helped lead panel of engineering writing instructors from across the country.

Presenter – *Conference on College Composition and Communication*, 2003. Delivered paper entitled “Discipline-specific Approaches to Teaching Non-native Speaking Students.”

Participant – Instructor Panel, 1992 Ed>Net conference. Delivered talk on the challenges faced by contract education students.

WRITING AND EDITING EXPERIENCE

Consultant, 2010 to Present

Review proposals for major construction company. Provide suggestions during all phases of the writing process.

Freelance Writer/Editor/Researcher, 1995 to 1998

Researched, wrote, and edited non-fiction books. Books have been published by St. Martin's Press and McGraw-Hill. Also edited manuscripts by other writers and developed book proposals.

EDUCATION

University of Southern California, Master of Professional Writing

University of Pittsburgh, Bachelor of Arts

Graduated Cum Laude