

# Thomas M. Knarr

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## Experience

### **The Pennsylvania State University, University Park, PA — Associate Teaching Professor/Writing Coach**

*September 2006-present*

Responsible for teaching various courses within the Department of Health Policy and Administration (HPA), including the HPA major's writing intensive and professional development courses; also responsible for serving as the department's writing coach, which involves supervising and guiding students selected as peer tutors; meeting one-on-one with HPA students from all levels of study; and providing writing instruction in other HPA classes. Other duties include:

- Assisting research faculty and graduate students with written research
- Contributing to curriculum efforts for policy and writing intensive courses, as well as an internal and external communication in health care course taught at University Park and Commonwealth Campus sites
- Serving on the Outreach Committee, the Recruitment and Retention Committee, the Student Showcase Committee, and the Professional Development Committee; also supervising the Francis Hoffman Writing Award for HPA and working closely with the Mayers Lecture and Executive in Residence program
- Participating and teaching in the summer LEAP program, working with Prides and partnering with instructors outside the college
- Working with health-focused freshmen in their first-year seminar courses

### **The Pennsylvania State University, University Park, PA — Lecturer**

*August 2012-August 2016*

Responsible for teaching one or two English Rhetoric and Composition courses each year, as well as planning lessons and assignments and meeting with students to discuss course performances and offer guidance to improve their abilities

### **South Hills School of Business & Technology, State College, PA — Instructor**

*August 1999-February 2007*

Responsible for serving as an advisor and instructor for students attending this post-secondary career school. Also responsible for producing lesson plans, projects, handouts, tests, quizzes, and assignments for courses that include English, Technical Writing (health majors), Speech, Job Search Skills, and Desktop Publishing

### **The Sentinel, Lewistown, PA — Managing Editor**

*November 1998-December 1999*

Responsible for managing newsroom staff of 20, including news, sports, and photography departments. Also responsible for weekly budget and planning meetings. Duties included hiring and supervising

newsroom staff; ensuring that deadlines were met; editing and proofreading stories and page layouts; assigning stories and special projects; and advising reporters and page editors

**Outdoor Times Publications, Altoona, PA — Editor**

*November 1995-November 1998*

Responsible for editing, designing, and assigning content for Pennsylvania and New York editions of Outdoor Times, a hunting and fishing publication covering the northern East Coast. Also responsible for managing region editors, writers, and photographers

**The Sentinel, Lewistown, PA — News Editor, Reporter, and Photographer**

*September 1987-November 1995*

Responsible for layout and design of daily newspaper and serving as second-in-command of newsroom staff. Prior to these duties, served as a reporter, covering police, government (local, state, and federal), and court (local, state, and federal).

**Education**

**Penn State World Campus, University Park, PA**

*June 2016-June 2017*

Foundations for Online Teaching Certificate

**The Pennsylvania State University, University Park, PA**

*May 2007-May 2011*

Master of Education, Adult Education: GPA 3.94/4.0

**Master's paper:** "Low Health Literacy: A Critical Review of the Literature and the Impact on Society and Public Health with Recommendations for Change"

**The Pennsylvania State University, University Park, PA**

*August 1983-December 1987*

Bachelor of Arts in Print Journalism

**Service/Workshops**

**Penn State Department of Health Policy and Administration**

Present 2- to 3-hour research and writing workshops to incoming graduate students during orientation week, as well as take part in the MHA Professional Development Days, MHA case competition (judge and advisor)

**The Delta Program/State College Virtual School**

Provided guest lectures to high school students on resume writing techniques

**Pennsylvania Facilities Managers Association**

Presented three workshops at PFMA's annual Managers' Seminar focusing on technical writing, readability, mechanics, and style; additionally, taught a technical report writing short course for PFMA's Effective Facility Management training program

**Penn State Human Resource Development Center**

Taught technical writing classes to university employees

**Downtown Lewistown Inc. Board Member**

Served on board and promotions committee committed to revitalizing downtown Lewistown through the state Main Street program. Helped to produce brochure and logo for the organization, as well as helped to spearhead ideas and events to benefit the downtown area

**Achievements****Keystone Press Awards from the Pennsylvania Newspaper Association**

First place for feature writing, first place for news photography, and first place for investigative reporting

**Mothers Against Drunk Driving**

Community Service Award