

Karen M. Cox, M.A.
Curriculum Vita

Department of Psychology
University of Central Florida
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EDUCATION

University of Central Florida, Orlando, FL **2004**
M.A. Educational Leadership
Track: Student Personnel Administration, with a concentration in Career Development

University of South Florida, Tampa, FL **1989**
B.F.A. Concentration: Photography

POSITIONS HELD

Director of the Psychology Advising Center, and Associate Instructor 2006-Present
University of Central Florida (UCF), Orlando, FL

Responsibilities include Teaching (PSY3022C & PSY4942), academic advising, supervision, training and mentoring of Peer Advisors and Undergraduate Teaching Assistants, graduation certification of undergraduate Psychology majors and minors, supervision of Program Assistant, one Coordinator I, and approximately 20 undergraduate interns (per year), support the academic advisors on our Regional Campuses, support the Psychology faculty with revisions and issues related to the undergraduate curriculum.

Academic Advisor-Interdisciplinary Studies Office **2003-2006**
University of Central Florida, Orlando, FL

Responsibilities included, academic advising for undergraduate students on various tracks offered within the Interdisciplinary Studies undergraduate degrees, career counseling, assisted the director with a wide variety of functions that related to the office such as; Assessment for the programs under the Liberal Studies umbrella, participated in the development of the A.S. to B.S. degree curriculum in Photography, created photographic images that were used on various websites and brochures for the programs in Interdisciplinary (Liberal) Studies, assisted with editing of websites and brochures and

marketing materials for the program, training of new academic advisors and staff in our office and on the Regional Campuses.

Program Assistant-Interdisciplinary (Liberal) Studies Office
University of Central Florida, Orlando, FL

2001-2003

Responsibilities included; Assist and coordinate all aspects of the office relating to academic advising; hire, train and supervise student assistants, initial academic advising for prospective students interested in the programs offered, as well as general office duties.

COURSES TAUGHT

PSY 3022C Academic Counseling

2006-present

This course is designed for Psychology majors only; it is intended to provide a practical internship experience in Student Personnel Administration as it relates to academic and career counseling under my close supervision. The course includes an online component that has weekly modules that instruct students in the details of advising an undergraduate Psychology student or prospective student who may decide to declare the major or minor. In addition to the web modules, this course requires an independent project, discussion postings, quizzes and final exam.

The “C” component to this course is the requirement that students (Peer Advisors) are required to work in the Psychology Advising Center or First Year Advising and Exploration office for 10 hours per week in order to be successful. Students return for a second semester to mentor and train the new Peer Advisors who are entering the program. This allows students to experience learning as well as training within the same environment, which will help them with future career endeavors by learning transferable skills. Additionally the second semester students continue to advise our undergraduate majors on the curriculum, and encourage Psychology majors to engage in extracurricular activities such as internship and research opportunities that are available within the department and surrounding communities.

PSY 4942 Instructional Experiences in Undergraduate Psychology

2013-Present

This course was developed to be an online supplement for undergraduate students who have been selected as a Teaching Assistant by a Psychology Faculty member. It allows students to learn and consider best practices while they are in their TA role, such as how to handle cheating, classroom management issues, and using university resources like the Writing Center and Library. Additionally this course allows students a direct line of contact to me, so that I can assist if anything comes up that they are not sure about.

PROFESSIONAL MEMBERSHIPS, COMMITTEES, UNIVERSITY and COMMUNITY SERVICE

- Member of the Strada Education Network/University Innovation Alliance (UIA) funded grant titled, "Bridging the Gap from Education to Employment" (BGEE) committee.
Feb. 2018 to Present
- Member of the "Ready, Set, Work" UCF committee **2016-Present**
- Education Advisory Board Member, for UCF (SDES) Student Success Collaborative
2015-Present
- Advisory Board Member for UCF College of Education, Lifelong Learning Program
2013-2016
- Member of National Academic Advising Association (NACADA) **2005-Present**
- Member of the Psychology Undergraduate Curriculum Committee **2006-Present**
- Member of University Parking Citation Appeals Committee **2009-2010**
- Member of School Advisory Council (SAC) Hagerty High School **2008-2012**
- Member of UCF's Academic Advising Council's (AAC) Training Subcommittee
2011-2012

ACCOMPLISHMENTS, CERTIFICATES & AWARDS

- Participated in the Summer FCTL Conference **2017**
- Regional NACADA Award Winner for Outstanding Advising Program
2014
- National NACADA Certificate of Merit for Outstanding Advising Program
2014
- Completed UCF HR Supervisory Skills Series **2014**
- Participated in the Summer FCTL Conference **2014**
- Completed IDL 6543 Interactive Distributed Learning for Technology-Mediated Course Delivery **2008**
- Global Career Development Facilitator, certificate of completed coursework
University of Central Florida, Orlando, FL **2005**
- Dedicated Service Award, University of Central Florida, Orlando, FL **2004**
- Interviewer Certification, University of Central Florida, Orlando, FL **2004**

