

Divine Word College  
102 Jacoby Dr. SW  
Epworth, IA 52045

December 17, 2014

To the Selection Committee:

I am very pleased to have the opportunity to recommend Ms. Suzanne Reinhardt for this position. I have worked with Ms. Reinhardt for two and one-half years in our Intensive English Language Institute (IELI), and I wish to give her the highest possible endorsement.

In my capacity as Director of the IELI at Divine Word College, I have had the opportunity to observe Ms. Reinhardt teach ESL classes on several occasions. Her lessons are very effective, and her students have made fine progress in their acquisition of the language. She has taught all the skills and levels from beginning to advanced; she also taught a course for first-semester college students who need extra writing support. In that course in particular, I was impressed with the thought that went into her lesson preparations and with her diligence in upholding our academic standards for writing.

Here are some of the comments I have written about Suzanne's teaching from my recent observations:

- *Amount of work completed:* We *really* got a lot done in this class. I felt like *I* was working, and I was just sitting in the back watching and taking notes.
- *Overall communication skills:* The teacher communicates at a level appropriate to the level of the students. She responds very well to questions, and encourages such interactions.
- *Use of technology:* This teacher is highly skilled in all aspects of technology use in the classroom. Her instruction goes far beyond what most teachers do—using a website here, a program there. It is impressive.

This last point, related to her use of technology, is a mainstay of Ms. Reinhardt's teaching that I have yet to observe in anyone else – at least not to this level of sophistication. I would advise you to refer to her CV for more information on her background in educational technology. In this letter, let me simply state that she has taken Computer Assisted Language Learning to an entirely new level here in the IELI. She not only studies these issues, but she regularly employs these techniques in her lessons. It is nothing for her to have students generate wikis, create podcasts, and utilize other methods (beyond my experience, I admit) to give students practical, hands-on practice in the language. Having said that, it is important to note that Ms. Reinhardt is not dependent upon technology; rather, she uses it when it is needed. I once observed her teach an intermediate-level vocabulary class very effectively without even turning on the computer. For a traditionalist like me, that was a point in her favor too.

In addition to her teaching skills, Ms. Reinhardt possesses several other qualities that make her a valued member of our faculty – I'm thinking of her experience in serving on multiple college committees, advising students, giving presentations to interested faculty, and volunteering to help with projects of various types. However, more than anything else, I would say that Ms. Reinhardt is a good colleague, pure and simple, and that it's a pleasure to work with her in the IELI.

In closing, I'll simply state that Ms. Reinhardt is an excellent faculty member here at Divine Word College, an institution whose mission statement reads, in part, "... we offer an education that combines spiritual formation, a liberal arts curriculum, language learning, and mission preparation within an environment that teaches and honors the rich cultural diversity of the world." She has demonstrated a high degree of sensitivity to intercultural issues, and she is a strong language teacher. I believe Ms. Suzanne Reinhardt has the knowledge, skills, and professionalism to be an outstanding instructor wherever she goes.

Please contact me if you feel that I might be of further assistance to you.

Sincerely,

*Mark Garton*

Dr. Mark Garton  
Director, Intensive English Language Institute  
563-876-3057 ex. 246  
mgarton@dwci.edu