



THE COLLEGE OF THE BAHAMAS

SCHOOL/DEPARTMENT SES
Your Reference:
Our Reference:

ESTABLISHED 1974

May 5, 2011

To Whom It May Concern:

Re: Michelle V. Bain

As a long time colleague and former professor of Michelle Veronica Bain (née Major) it is a pleasure to write this letter of recommendation. My knowledge of Michelle spans over three decades and I can attest with confidence that she is well-qualified and more than capable for any task she sets her mind to.

I first came to know Michelle when she was a student at COB and, since she was an exceptional student, I took notice. Therefore, it was much to my delight that she soon returned to the College as a colleague.

Michelle Bain is a person of character, integrity, intelligence and perseverance. Over her years of teaching, researching and pursuing studies, she has acquired invaluable experience and expertise. Her commitment to maintaining superior standards and her dedication to her students are both commendable. She is versatile in the range of courses she is able to teach and successful in teaching them. This is evidenced by the excellent ratings that she has achieved both in classroom observations and in student evaluations.

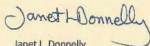
In recent years Michelle Bain has moved more from the classroom into a writing lab setting where she guides students in many aspects of mastering comprehension and writing skills. Sometimes this involves using ESL approaches since often the student is encountering problems as a result of dialect interference. This is well within Ms. Bain's expertise as she has done extensive research and writing on issues in applied linguistics. Whether she is teaching a regular class or one-on-one, she is meticulous in her preparation and maintains a consistently high standard of work. She continually searches for useful materials and willingly shares them with her colleagues.

When it comes to a project, Michelle is extremely focused and organized. In recent months she has coordinated the revision of existing courses and creation of courses in linguistics in preparation for putting forward a minor in the discipline. This represents countless hours spent in meetings with the Linguistics faculty, the Chair of the School of English Studies and the Dean of the Faculty of Liberal and Creative Arts. She has been single-minded in seeing this through and yet at all times she has consulted with all the constituents and has been respectful and democratic in framing the final program for Academic Board approval.

-
- | | | | |
|-----------------------------------|--|-------------------------|-----------------|
| • Oakes Field Campus | • P. O. Box N-4912 Nassau, Bahamas | • Tel: (242) 323-8550/2 | • Fax: 326-7834 |
| • Grosvenor Close Campus | • P. O. Box N-4912 Nassau, Bahamas | • Tel: (242) 325-5551/2 | • Fax: 328-0284 |
| • Moss Road Campus | • P. O. Box N-4912 Nassau, Bahamas | • Tel: (242) 325-5714 | • Fax: 326-7834 |
| • Bahamas Tourism Training Centre | • P. O. Box N-4912 Nassau, Bahamas | • Tel: (242) 323-6804 | |
| • Northern Bahamas Campus | • P. O. Box F-42766 Freeport, Grand Bahama | • Tel: (242) 352-9761 | • Fax: 352-6167 |
| • Exuma Centre | • P. O. Box EX-2911 Exuma, Bahamas | • Tel: (242) 336-2790-2 | |

In closing, I would like to say that Michelle Bain has contributed much to the College in terms of teaching, curriculum development, and course coordination. She has been and continues to be a most productive member of the School and the College. I would be happy to answer any questions you may have about her. Perhaps the easiest way to contact me is via my personal e-mail address, janetldonnelly@gmail.com but I may also be reached at donnelly@cob.edu.bs or by telephone (242+324-8774 or 242 + 557-8603). Please feel free to contact me should you have any questions about Michelle V. Bain.

Sincerely,

A handwritten signature in blue ink that reads "Janet L. Donnelly". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Janet L. Donnelly
Associate Professor
English Language & Linguistics



THE COLLEGE OF THE BAHAMAS

ESTABLISHED 1974

SCHOOL/DEPARTMENT

Your Reference:

Our Reference:

Language Resource Centre (LRC)
Room F-8/ Tel: (242)302-4497
Email: mmcfarlane@cob.edu.bs

19 May 2011

To Whom It May Concern:

I am honored to write in support of my colleague, Michelle V. Bain. As the Coordinator of the Language Resource Centre, a student writing support facility at the College of The Bahamas, I have worked professionally with Michelle for over five years. In fact, she currently serves as the Assistant Coordinator of the facility.

Mrs. Bain initially began her work in the Language Resource Centre as a faculty volunteer on a part time basis, while teaching English courses full time. In spite of a heavy teaching load, Michelle offered her services in the centre each semester as an act of service to the college community, at a time when the number of students utilising the centre was increasing exponentially. Her ease with and effectiveness in working with students individually, eventually resulted in her accepting a full time position in the centre.

Indeed, Michelle's expertise in the areas of English composition, Linguistics, ESL and teacher training enhance her ability to work effectively as a facilitator of student writing. Likewise, her personality is well suited to the task, as she is knowledgeable, yet approachable, instructive, yet inspiring. This ability to inspire confidence in students and their writing is regularly demonstrated by the consistently excellent evaluations she receives from her tutees and other expressions of appreciation shown to her over the years.

As Assistant Coordinator of the Language Resource Centre, Michelle has been a great source of support to me as well. In addition to leading tutorials, she assists with the overall efficiency of the facility, which include tasks great and small, from assisting with online scheduling, promoting the facility to students and faculty, and conducting class visits and workshops, to typing reports and answering the telephone. Whatever the task,

<input type="checkbox"/> Oakes Field Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 302-4300	• Fax: 302-4539
<input type="checkbox"/> Grosvenor Close Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 325-5551/2	• Fax: 328-4866
<input type="checkbox"/> Moss Road Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 325-5714	• Fax: 328-1938
<input type="checkbox"/> Bahamas Tourism Training Center	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 323-6804	
<input type="checkbox"/> Northern Bahamas Campus	• P.O. Box F-4276 Freeport, Grand Bahama	• Tel: (242) 352-9761	• Fax: 352-6167
<input type="checkbox"/> Exuma Centre	• P.O. Box EX-2911 Exuma, Bahamas	• Tel: (242) 336-2790/2	• Fax: 336-2793



ESTABLISHED 1974

SCHOOL/DEPARTMENT

Your Reference:

Our Reference:

she is a consummate professional, the rare person who works well independently and as a member of a team. Additionally, she is innovative and a lifelong learner. Michelle is committed to the centre's vision to positively impact student writing, as evidenced by her willingness to serve beyond what is required.

Overall, I see Michelle not only as a colleague, but also as a mentor. She is well respected by her colleagues in the School of English Studies, Education, and others at the College of The Bahamas. As a result, her input/advice is regularly sought, not only because of her years of experience and extensive knowledge base, but also because of her contributions to research in Bahamas, particularly within the area of Linguistics/Bahamian Creole.

Therefore, because of these factors and more, I am certain that Michelle would be an asset to your organisation.

Sincerely,

Monique McFarlane-Bain (Mrs.)
Assistant Professor, School of English Studies
Coordinator, Language Resource Centre

<input type="checkbox"/> Oakes Field Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 302-4300	• Fax: 302-4539
<input type="checkbox"/> Grosvenor Close Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 325-5551/2	• Fax: 328-4866
<input type="checkbox"/> Moss Road Campus	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 325-5714	• Fax: 328-1938
<input type="checkbox"/> Bahamas Tourism Training Center	• P.O. Box N-4912 Nassau, Bahamas	• Tel: (242) 323-6804	
<input type="checkbox"/> Northern Bahamas Campus	• P.O. Box F-4276 Freeport, Grand Bahama	• Tel: (242) 352-9761	• Fax: 352-6167
<input type="checkbox"/> Exuma Centre	• P.O. Box EX-2911 Exuma, Bahamas	• Tel: (242) 336-2790/2	• Fax: 336-2793

Director of Human Resources

2011-04-12

Helean McPhee, PhD
Assistant Professor/Writing Programme Coordinator
School of English Studies
College/University of The Bahamas
P. O. BOX N-4912
Nassau, Bahamas

Dear Director:

I would like to recommend Michelle V. Bain for the postsecondary faculty position in English Composition and/or Linguistics. She possesses the qualifications, the interest, and the abilities that satisfy your criteria for higher education employment. I know that Michelle has been a competent educational professional for more than 15 years; she works at The College of The Bahamas as an associate professor of English Composition. She is also the Assistant Coordinator of the local writing centre there.

I have known Michelle for more than eight years. I have supervised her work in the School of English Studies. She is quite a passionate, professional and motivated individual whom I believe will perform very well at your institution because of her previous background knowledge, research preparation and the expertise she brings to the field of formal language study. Specifically, she completed her academic instruction with excellence and good insight. Her student evaluations in teaching ENG 119 College English Skills have always been outstanding. Michelle's annual faculty evaluations have also been above-average for several years now. Of note, during the past two academic years (2009-2011), she facilitated the development of a minor and certificate program in Linguistics in the School of English Studies.

Without doubt, she has developed and demonstrated the analytical, problem-solving skills necessary to success in postsecondary education. Likewise, she also displays certain attributes that have been deemed essential to language-related research and fieldwork. In my estimation, Michelle has developed these essential skills and aptitude that are related to linguistic study, but I especially have noticed how she enjoys learning new tasks. She makes good judgments concerning the quality of her academic work, and she is able to communicate effectively with her colleagues with native command of English. Therefore, I can fairly vouch that Michelle can be placed within the top 10% of college faculty with whom I have had the pleasure of supervising.

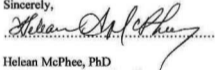
Michelle is undoubtedly quite prepared for the rigors of the academic program(s) at your institution and she will be committed to her work and the students. Essentially, Michelle likes helping people improve their language abilities, especially in their critical, analytical reading and writing. She is a fast and skilful learner-- creative, highly motivated, adaptable and productive on

several levels of operation.

Please consider Michelle V. Bain an outstanding language professional already whose methodical nature, pleasant attitude, diligence, and hard work will ensure her great success. I recommend that you grant her the opportunity to prove her strength and potential. An offer of employment would enable her to fulfill a lifelong career dream of becoming a recognized and astute practitioner in teaching English.

Indeed, I do not hesitate to recommend her. I have certainly vouched for her character, readiness and background; there is no doubt in my mind about her success in your employ.

Sincerely,

A handwritten signature in cursive script, reading "Helean McPhee", is written over a horizontal dotted line. The signature is fluid and extends slightly below the line.

Helean McPhee, PhD
Writing Programme Coordinator

e-mail: hamcphee14@hotmail.com

Tel:(242)302-4381

Fax:(242)302-4384



THE COLLEGE OF THE BAHAMAS

SCHOOL/DEPARTMENT

Your Reference:

Our Reference:

ESTABLISHED 1974

30 March 2011

TO WHOM IT MAY CONCERN:

Re: Michelle Bain

I have known Ms. Michelle Bain for sixteen years. She is a colleague in the School of English Studies and one for whom I have the highest professional regard.

Ms. Bain's academic record is exemplary. She obtained her BA English degree from the University of the West Indies, Jamaica. Subsequently she was awarded a Fulbright (LASPAU) scholarship and completed her MA in Applied Linguistics at the University of Southern Illinois. Currently Ms. Bain is an Associate Professor in the School of English Studies and Assistant Coordinator of the Learning Resource Centre.

Ms. Bain adopts a multiplicity of approach in the teaching of English Composition and Linguistics. Her approaches range from lectures, demonstration groups, workshop sessions, seminars, case studies, and field assignments to independent and group projects. In her work as a Linguistics professor, she conducts seminars and laboratory sessions, for example, to supplement her lectures. Ms. Bain is a strong advocate of research for both faculty and students. She has undertaken research in Bahamian/Caribbean Linguistics and has disseminated her findings in COB's Research Journal *Forum*. She has supervised a number of Directed Independent Studies in Bahamian/Caribbean Linguistics. Students in ENG 405 Studies in Bahamian English, and other Linguistics courses, are required to engage in research-based fieldwork.

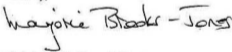
Ms. Bain has been consistently involved with the development of instructional materials, outlines and syllabi. She prepares, administers and marks tests to evaluate students' progress and encourage satisfactory performance. She serves on committees concerned with program development, curriculum revision, course and diploma requirements, and academic policy review. Ms. Bain also organizes reference materials and technology support for professors in other disciplines to facilitate lectures and instruction. In this regard, Ms. Bain demonstrates that she is a keen practitioner of collegiality.

In her position as Assistant Coordinator for the Learning Resource Centre, Ms. Bain works with students individually, face-to-face and online to develop an understanding of language-related concepts and hone independent writing skills. She monitors students' progress and informs college teachers about their students' writing across the disciplines. She prepares English language support in various areas and offers ESL/EFL tutorials. Ms. Bain is exemplary in her tireless efforts to keep abreast of changes in both methodology and technology so as to ensure the continued high quality synonymous with the work of the Learning Resource Centre.

Ms. Bain has earned and continues to earn the Above Average rating, the highest rating awarded faculty in The College of The Bahamas. She contributes substantially to the work of the LRC, the School of English Studies and the institution. She enjoys excellent relationships with colleagues and students and is respected by all for her abilities as an educator.

I am pleased to support her application and recommend her without reservation.

Sincerely,



Marjorie Brooks-Jones PhD
Associate Professor and Chair
School of English Studies
Tel.: (242) 302-4385
Email: mjones@cob.edu.bs



THE COLLEGE OF THE BAHAMAS

SCHOOL/DEPARTMENT

Your Reference:

Our Reference:

ESTABLISHED 1974

April 18, 2011

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

Mrs. Michelle Bain has been my colleague at The College of The Bahamas (C.O.B.) for fifteen years. Besides being extremely knowledgeable in the areas of Linguistics and English Composition, Mrs. Bain is a dedicated, diligent professional who cares a great deal about the progress and well-being of her students.

As a linguist, Mrs. Bain does an excellent job of making students aware of various language-related issues that affect people living in creole societies like The Bahamas, thus allowing them to easily apply her lectures to real-life situations. Mrs. Bain is also an exceptional English composition professor who engages her students by incorporating into her English lectures supplementary materials with which students can identify, while maintaining the integrity of the respective courses.

Moreover, as Assistant Coordinator of the Language Resource Centre (Writing Lab) at C.O.B., Mrs. Bain is particularly adept at helping students identify and correct language and critical thinking errors in their written assignments. More importantly, she is always remarkably patient when working with students whom she assists in the Writing Lab; this is very important in a post-colonial, creole society like The Bahamas where writing in standard English can be a challenge for some students.

Finally, I have had the pleasure of working on various linguistics projects that Mrs. Bain has coordinated, and always found her to be very professional and fair in carrying out her administrative duties. Her willingness to entertain the ideas and opinions of the other professors always resulted in productive sessions. In addition, Mrs. Bain's superior organisational skills and attention to detail generally helped us to accomplish our goals in a timely manner.

Based on her administrative and teaching performances, I am confident that Mrs. Bain will excel in her future endeavours. I therefore recommend her very highly for a position at your institution.

Sincerely,

Kendra Chanti N. Seymour, Ph.D.
Assistant Professor, School of English Studies
The College of The Bahamas

-
- | | | | |
|--|--|-------------------------|-----------------|
| <input type="checkbox"/> Oakes Field Campus | • P.O. Box N-4912 Nassau, Bahamas | • Tel: (242) 302-4300 | • Fax: 302-4539 |
| <input type="checkbox"/> Grosvenor Close Campus | • P.O. Box N-4912 Nassau, Bahamas | • Tel: (242) 325-5551/2 | • Fax: 328-4866 |
| <input type="checkbox"/> Moss Road Campus | • P.O. Box N-4912 Nassau, Bahamas | • Tel: (242) 325-5714 | • Fax: 328-1938 |
| <input type="checkbox"/> Bahamas Tourism Training Center | • P.O. Box N-4912 Nassau, Bahamas | • Tel: (242) 323-6804 | |
| <input type="checkbox"/> Northern Bahamas Campus | • P.O. Box F-4276 Freeport, Grand Bahama | • Tel: (242) 352-9761 | • Fax: 352-6167 |
| <input type="checkbox"/> Exuma Centre | • P.O. Box EX-2911 Exuma, Bahamas | • Tel: (242) 336-2790/2 | • Fax: 336-2793 |