

South Plains College

Curriculum/Vitae

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Contact Information	Jana Daniel				
	Administration Building – AD147				
	(806) 716-2480				
	jdaniel@southplainscollege.edu				
Education	From Month/Year	To Month/Year	Institution	Degree	Discipline
		2000	Texas Tech University	MA	Sociology
		1995	Texas Tech University	BA	Psychology
		1974	South Plains College	AS	Business Administration
List previous teaching and administrative duties relevant to higher education.	From Month/Year	To Month/Year	Institution/Company		
	1/2002	Present	South Plains College		
	Sociology faculty in Behavioral Science Dept. of South Plains College. Current position is Assistant Professor of Sociology. Duties include conducting courses for Introduction to Sociology, Human Sexuality, Criminology, and Marriage and Family. Duties also include designing on-line courses, designing blended courses, syllabus construction, lecturing duties, exam construction, general grading, grade reporting, and other activities connected to classroom and on-line course delivery. Duties also include serving as mentor for new faculty, mentor for students, academic advisor to students, serving on numerous committees, and other activities at the department and college level as needed.				
	12/2000	1/2002	Texas Department of Protective and Regulatory Services – Children’s Protective Services		

	<p>Duties included investigating reports of child abuse/neglect, providing on-going protective services to children and families in their homes, placing and providing services to children in substitute care, working with other professionals, public officials, and law enforcement to provide safety for children. It also included assessing current or future risk to children, documenting information in case records, working with legal to prepare paperwork for court hearings, participating in court hearings, and other duties as needed.</p> <p>This employment gave me the opportunity to work within a state bureaucracy to gain an understanding of how the theories of Sociology work in reality.</p>		
	5/1999	11/2000	Texas Department of Criminal Justice – Parole Division
	<p>Duties included performing parole placement investigations, supervising parolees including obtaining information and preparing documentation related to parolees and parole supervision activities, Global Satellite Positioning (GPS) supervision and monitoring, visiting parolees’ residences, jails, correctional facilities, courthouse, social services, and other agencies to obtain information related to parolees. It also included evaluating parolee adjustment and recommended revisions of parole supervision plans as needed, liaison activities with criminal justice agencies, social service agencies, and other public and private entities. It also included gathering evidence and documentation for presentation at Preliminary and Revocation Hearings, and other duties as needed.</p> <p>This employment gave me the opportunity to work within the Criminal Justice System to gain an understanding of how the theories of Sociology work and how social characteristics influence experiences.</p>		
	1/1998	5/1999	Teaching Assistant Texas Tech University, Sociology Department for various Professors
<p>Courses included Introduction to Sociology, Social Problems, and Statistics. Duties included grading tests and assignments, organizing grades, recording attendance, tutor students, student monitoring, researching for lecture material, creating of exam questions, substitute lecturing, and other duties as needed.</p> <p>This employment gave me the opportunity to work with faculty and students in an academic setting.</p>			

	6/1998	9/1998	Office Manager for Hartung Brothers facility in Brownfield TX
	<p>Duties included setting up, managing, and closing seasonal cucumber shed. Other duties included interviewing, hiring, supervising, and terminating shed employees along with answering telephones, dealing with customers, suppliers, and truck drivers. Duties also included handling local workmen's compensation documentation, purchasing supplies, documenting payroll information, incoming field loads, finished product bills of lading, purchase orders, computer entry, electronic transmission of data, and any other duties as needed.</p> <p>This summer employment gave me the opportunity to work with migrant farm laborers under seasonal labor laws.</p>		
	6/1997	8/1997	Substitute Teacher for Windham School District in Brownfield and Lamesa TX
	<p>Duties included conducting classes for inmates from beginning level to college preparation courses.</p> <p>This summer employment gave me the opportunity to work with incarcerated males.</p>		
Professional publications relevant to the academic positions held or teaching field.	N/A		