

CURRICULUM VITAE

Gretchen Marie Wilhelm

Office Phone: (803) 807-5620
Cell: (440) 242-9192
Email: gwilhelm@ciu.edu

Columbia International University
7435 Monticello Road
Columbia, SC 29230

EDUCATION

Ed.D. Doctor of Education, *Columbia International University*

Doctoral Candidate, College of Education, 2011

Dissertation: *“The effectiveness of academic support services for postsecondary students with learning disabilities at accredited institutions of the Association for Biblical Higher Education.”*

Dissertation Committee: Dr. Connie Mitchell, Chair; Dr. Ronald Kroll; Dr. Milt Uecker; & Dr. Mark McCann

M.Ed. Masters of Education, *Cedarville University*

Graduated *Cum Laude*, School of Education, 2005

Graduate Thesis: *“A comparative, qualitative analysis of character education in the Christian school and home education milieu.”*

Thesis Advisor: Dr. Michael Firmin, Chair, Department of Psychology

Certificate of Leadership, *Colorado Christian University*

Focus Leadership Institute, *Honors Student*

Graduate Internship, Fall 2003

Thesis Project: *“The importance of worldview studies in apologetics.”*

Advisor: Dr. Chris Leland, Senior Fellow for Worldview Studies

B.M. Bachelors of Music, *Baldwin-Wallace College*

Music History & Literature, Music Pedagogy, Piano Performance

Graduated *Cum Laude*, 2002

Musicology Research Thesis: *“The sacred compositions and ecumenical philosophy of Alexandre Tikhonovitch Gretchaninoff: A study of his concert mass, the Missa Oecumenica.”* New York Public

Library for the Performing Arts, Lincoln Center, New York City.

Thesis Advisor: Dr. Michael Strassor, Professor of Musicology

A.A. Associates of Arts Equivalency, *Cuyahoga Community College*

Post-Secondary Enrollment High School Honors Program

Dean’s List Honors Student, 1998 – 2000

ACSI Distinguished High School Student Award, 1999

Cuyahoga Community College *Dean’s List*, 1998 - 2000

Academic Advisor: Dr. Kitt Kurtz, Home Educator’s Alliance for Righteousness, Training, and Service for Jesus Christ (HFJC)

Educational Consortium

**TEACHING
EXPERIENCE**

My teaching experience represents ten years of K-12 education, including numerous positions of administrative leadership, professional mentoring, academic program development, student enrichment facilitation, peer leadership responsibilities, and four years as higher education faculty in teacher education; additional teaching venues include international teacher training, school development facilitation, personal mentoring experience, intervention tutorial work with students-at-risk, music education, and fine arts experiential learning tours facilitator.

Columbia International University, Columbia, South Carolina

Associate Professor, Teacher Education 2007 – 2010

Professional Practicum Program Coordinator, Teacher Education 2007 – 2009

Christian Service Learning Facilitator 2009 – 2011

- Reported directly to the Teacher Education Program Director, Dr. Steven Auld
- Completed a teaching assistantship/mentoring program with senior faculty member of the teacher education program, Dr. Elaine Lindsey
- Provided oversight, supervision, and leadership as the Professional Practicum Program Coordinator of all teacher education students' classroom observation experiences
- Responsible for coordinating and serving adjunct faculty as the department liaison
- Admissions, program recruitment, and traveling university representative – campus tours and perspective student luncheons on behalf of the department faculty
- Revised program syllabi and university catalogs to meet accreditation standards
- Coordinated student travel opportunities and aided student teaching abroad supervision logistics
- Served as a facilitator for the Christian Service Learning program, specifically the student ministry initiative providing tutoring services for underprivileged youth
- Initiated and directed alumni support services for student transition to the workplace, including professional document development, job placement, and first year teaching support
- Facilitated support and online observation for international program to allow student teaching experiences to take place overseas in international schools; Teacher education program alumni support and mentoring services
- Provided leadership and oversight for successful college support services in addition to student advising responsibilities for teacher education students
- Served the Alumni Association Leadership Counsel, term 2010-2013
- Course instruction experience in teaching methods, professional approaches, cross-cultural teaching, faculty-directed studies, and professional observation practicum oversight

Courses Taught:

EDU 2311 Teaching and Learning in the Classroom

EDU 2540 Learning Environments and Classroom Management

EDU 3420 Intercultural Cooperative Teaming

EDU 3610 Teaching Language Arts and Social Studies

EDU 3630 Teaching Math

EDU 3920 International Student Teaching Practicum

EDU 3950 Faculty Directed Study in Applied Education Content Areas

EDU 4451 Professional Dimensions Seminar

EDU 4460 Teaching Reading

EDU 4465 Fine Arts in the Classroom

EDU 4620 Teaching Science and Health

EDU 3620 Professional Classroom Observation Practicum

EDU 4451 Student Teaching Seminar

EDU 4930 Student Teaching

Academic & Educational Services, Inc., Columbia, South Carolina
Intervention Tutorial Support and Special Programs Facilitator, 2009 – 2011

- Program Instructor, S.O.A.R.® Study Skills is a system that focuses on core, fundamental skills for school success. The strategies and concepts in the program efficiently apply across subject areas so a few strategies will provide big results. National program purchased and adapted for school implementation
- Intervention tutorial support for students with cognitive difficulties
- Home education support transition specialist for students entering private school at the middle school and high school levels
- Troubled youth intervention tutor for students with emotional disorders
- Consultant for AES program growth and development

Ben Lippen School, Columbia, South Carolina
Choral Director, Musicology Instructor, 2007 – 2009
NYC Fine Arts Enrichment Program Director, 2008 – 2011

- Music department part-time choral director for the high school and middle school levels of performance ensembles
- Performance tours director and facilitator for collaborative concert performance
- Founder and director of Winterim experiential learning tours for choral program, NYC Fine Arts Enrichment Student Tours, 2008-2011.
- Administrative consultant for High School program development
- Course and curricular designer in coursework in choral program, musicology, music history and literature, music appreciation, and compositional theory
- Community volunteer facilitator in choral performances for various banquets, fundraisers, and community events; Drama productions coaching for small ensemble performance
- Institutional liaison with the teacher education program at Columbia International University

Christian Community School, Eaton Township, Ohio
Middle School Teacher, Guatemala Trip Facilitator, 2003 – 2005
Elementary Teacher, Science Fair Coordinator, 2005 – 2007
Grant Writer, 2005 – 2007

- 6th grade homeroom teacher – science, language arts, social studies, Bible, literature, geography, vocabulary development, community service projects, and *Association of Christian School International* (ACSI) enrichment activities
- Work-a-thon Community Service Project coordinating volunteer
- ACSI Speech Meet facilitator, Science Fair (K-8th) Coordinator
- Science enrichment program director with special coordinated effort with NASA educational programs
- Sister-school program, Guatemala Missions Trip Facilitator
- Coordinator of donated computer lab delivered to Guatemala and set up for Oasis Christian School
- Language Arts curriculum design taskforce member
- Grant writer for K-12 Spanish language instruction, elementary science initiatives, and school development
- Guest educator at Elim Christian School, Zacapa, Guatemala

- Team-teacher for Bible Enrichment Program
- 4th grade, self-contained classroom teacher and enrichment coordinator
- Special education intervention team member in association with the National Institute of Learning Disabilities (NILD) Discovery Program
- ACSI Conference delegate on behalf of school administration
- Language Arts curriculum design taskforce member

Greater Cleveland Christian High School, Middleburg Heights, Ohio
Music Director, In-House Substitute, High School Instructor, 2002 – 2003

- Music program development; School administration consultant for fine arts development
- Middle school, high school music program director responsible for music theory courses, performance ensembles, concert presentations, and small ensemble development coaching
- Chapel coordinator for praise band and worship retreats
- Seminar presentations 'College Components' dealing with college preparation, entrance, scholarship assistance, and being a Christian in college
- In-house substitute with responsibilities for instruction in technology, software applications, literature, language studies, health classes, and fine arts enrichment programming
- High School computer lab instructor and assistant web designer
- Student experiential learning coordinator
- Student mentoring
- College preparation coach and reference
- Host of *Operation Keepsake* purity series
- Community service project coordinator

HFJC Christian Education Institute, Avon, Ohio
Music Director & Home Economics Teacher, 2000 – 2003

- Music director of high school band program for home educated students
- *Association of Christian Schools International* (ACSI) facilitator responsible for student travel and music competition participation
- Music Boosters coordinator
- Home economics teacher for high school students including homemaking skills, cooking course, cake decorating, textile arts, embroidery, quilting, garment design, flower arranging, and home craft
- Facilitating coordinator in charge of hiring music studio instructors for private lessons in instrumental and vocal study

Baldwin-Wallace College, Berea, Ohio
Teaching Assistant & Academic Services Peer Tutor, 2000 – 2002

- Contracted as a coordinated services tutor for students with learning disabilities.
- Learning Center tutor, specialized in conservatory piano proficiency preparation
- Peer coach in musicology, harmony, and compositional technique tutoring
- Group coordinator, faculty identified private tutor for music history and literature program
- Student retention specialist for proficiencies
- Departmental musicologist fellow
- Teaching assistant for Music History & Literature course sequence
- The *Riemenschneider Bach Institute* seminar participant

Gretchen's Music Studio, Avon Lake, Ohio*Studio Founder, Music Educator, & Music Therapist, 1998 – 2007*

-
- Music studio, high school entrepreneurship initiative
 - *Gretchen's Music Studio* founded business in 1998 which provided private, home-based music instruction in piano, violin, harp, voice, flute, eurhythmics, harmonic composition, and audition coaching
 - Pedagogical approaches utilized include Dalcroze, Kodály, Orff, and Suzuki methods
 - Seasonal studio concerts, competitions, and auditions coordinated
 - A Christmas Recital, Spring Recital, and Summer Recital hosted, produced, and facilitated by *Gretchen's Music Studio* through the assistance of the Cleveland Music Teachers' Association

**ACADEMIC
ADMINISTRATIVE
APPOINTMENTS**

The following is a listing of related academic, supervisory administrative positions I have held in the various schools and institutions in which I have served:

Columbia International University, Columbia, South Carolina
Distance Education and Media Administrative Assistant, 2009 – 2011

- Course design team participant
- Gave organizational supervision and oversight to department staff
- Supervisor to the director of the online assessment coordinator
- Faculty liaison for course development
- Administrative assistant to the director
- Exercised administrative, leadership, personnel, and budgetary responsibilities
- Scheduled, prepared agenda for, and presided over divisional meetings
- Insured that meeting minutes kept and properly distributed
- Faculty and student support services

Columbia International University, Columbia, South Carolina
Online Course Designer for Higher Education & Seminary, 2009 – 2011

- Course development faculty support services
- Moodle 2.0 course site designer and course file archive management
- Made recommendations and provided oversight for departmental improvement
- Training course designer for Moodle 2.0
- Participant of faculty training sessions
- Assisted with development of online degree programs curricular design
- Assisted with ongoing accreditation considerations
- Manage the flow and processing of communications for objective completion

Columbia International University, Columbia, South Carolina
Assistant to the Institutional Accreditation Liaison for the Southern Association of Colleges and Schools (SACS), Office of the President 2009 – 2010

- Administrative assistant to the institutional accreditation liaison
- Published monitoring reports, data reports, and supplemental materials
- Managed correspondence for liaison

- Facilitated site visits to campus for accreditation teams
- Worked with the department of institutional effectiveness in generating data reports in response to accreditation requests
- Hosting responsibilities for president's office in regards to accreditation teams and provost search committee interviews
- Institutional liaison with Radisson Hotel and Columbia Conference Center

Columbia International University, Columbia, South Carolina*Christian Service Learning Program Facilitator, 2009 – 2011*

- Supervising faculty for student ministry initiative
- Facilitator for Christian Service Learning (CSL) site in urban neighborhood providing teacher education tutors for underprivileged youth in after school program
- Faculty liaison for college student tutor recruitment
- Provide accountability and support services for student volunteers
- Served in an advisory role to the director of the Christian Service Learning department

Ben Lippen School, Columbia, South Carolina*Fine Arts Enrichment Experiential Learning Coordinator, 2008 – 2011*

- New York City Fine Arts Enrichment program developer
- Student mentoring volunteer recruiter
- Chaperone coordinator and trainer
- Institutional liaison with New York City organizations and companies
- Maintained oversight of planning and budgetary considerations of the program's development in the first years of its implementation
- Tour guide for student enrichment excursions
- Spiritual retreat coordinator
- Tour performance / community service facilitator

Christian Community School, Eaton Township, Ohio*Literature/Language Arts Curriculum Review Board, 2003 – 2004**Community Service Outreach Coordinator, 2004 – 2005**Grant Writer, 2004 – 2005*

- Provided leadership for program growth and development
- Principle grant writer for elementary language studies programs
- WORK-A-THON facilitator for fundraising and community service projects
- Assisted general divisional teaching faculty to collect information related to organizational change
- Chaired the grant writing committee of parents, administrators, and teachers
- Provided insight for development of strategic planning for school initiatives
- Supervised growing relationships with community contacts for facility utilization, special activities, community volunteer involvement, and assessment plans for performance evaluation

PUBLICATIONS

The following publication citations are presented in reverse chronological order listing my peer-reviewed journal articles, conference papers, selected articles, published master's research thesis, and doctoral dissertation. This list is reflective of my professional academic writing collaboration and co-authorship with Dr. Michael Firmin of Cedarville University:

Journal Publications

Wilhelm, G. and Firmin, M. (2009, September). "Historical and contemporary developments in home school education." *Journal of Research on Christian Education*, vol. 18, no. 3: 303-315. *Developments in Faith-Based Education: New Trends, New Debates. Special Edition.* Copyright Taylor & Francis Group, LLC and Andrews University.

Abstract: *Home school education has a rich history. It is embedded in America's most early form of education practice, with character education being a central component. By the 1960s, however, home school education developed mostly into adoption by extreme groups. First, the Left adopted the protocol as a means of implementing their non-traditional approach to societal milieu. Following court cases that removed religion from the public schools; home education became dominated by ideological fundamentals, then primarily by evangelical parents. Presently, home schooling is a significant movement that public school educators cannot simply ignore as 'fringe'. The wide spread use of the internet likely will propel home education's popularity via distance education mediums in the future.*

Wilhelm, G. and Firmin, M. (2008, July). "Character Education: Christian Education Perspectives." *Journal of Research on Christian Education*, vol. 17, no. 2: 182-198. *Developments in Faith-Based Education: New Trends, New Debates. Special Edition.* Copyright Taylor & Francis Group, LLC and Andrews University.

Abstract: *Character is defined broadly by leading authorities, including concepts such as practicing apt behavior and teaching right from wrong. Virtue and moral undertones tend to pervade most experts' use of character, although in secular settings, the notion of ethics is more prominent. Overall, developing in students a desire for the good is how most authorities understand the construct. Implementing character in the public and Christian schools, apart from a Judeo-Christian view of the construct, leaves schools open to values clarification, situational ethics, and other post-modern foundational options. Character development, at least at the conceptual level, is at the heart of all education—Christian or non-Christian.*

Conference Papers

Wilhelm, G. and Firmin, M. (2007, March). "Character education: A comparative literature review." Poster Session at the 50th Annual Conference of the Christian Association for Psychology Studies Conference, Cincinnati, Ohio.

Wilhelm, G. and Firmin, M. (2006, June) “*A comparative-qualitative research analysis of character education in the Christian school and home education milieu.*” Paper presented at the 18th Annual *Ethnographic and Qualitative Research in Education Conference*, Cedarville, Ohio.

Wilhelm, G. and Firmin, M. (2005, November). “*Historical and contemporary developments in home school education.*” Paper presented at the 9th Annual Conference of the *Association for the Advancement in Education Research*, Hutchinson Island, Florida.

Articles

Wilhelm, G. (2010, February). “*Three critical attributes of academic success for post-secondary students with learning disabilities.*” Doctoral publication submission requirement.

Wilhelm, G. (2009, January). “*Qualitative perspectives on significant components for spiritual formation of the student life programming on the campus of Columbia International University.*” Doctoral publication submission requirement.

Wilhelm, G. (2008, October). “*The impact of leadership transition in the stability of an organizational structure.*” Action research project at Ben Lippen School for doctoral submission requirement.

Wilhelm, G. (2006, September) “*CU in the Classroom: Distinguished Alumni Spotlight, Gretchen Wilhelm.*” Cedarville University’s Graduate Program Publication, pp. 4-5.

Published Manuscripts

Wilhelm, G. (2011 – Publication Pending). “*The effectiveness of academic support services for postsecondary students with learning disabilities at accredited institutions of the Association for Biblical Higher Education.*” Doctoral Dissertation completed in partial fulfillment of Doctorate of Education (Ed.D) in Educational Leadership, Columbia International University.

Abstract: *The intent of this study is to investigate the effectiveness of existent academic support services for post-secondary students with learning disabilities in the Christian higher education milieu. Grounded in a model of service utilization (Pescosolido, 1992), the research was designed to address the following question: What is the perceived effectiveness of academic service programs to provide support to students with learning disabilities from the perspective of participating students, specifically at accredited member institutions of the Association of Biblical Higher Education (ABHE)? The researcher implemented an online survey instrument administered to individuals representative of post-secondary students with learning disabilities who utilize academic service programs at member institutions of ABHE. Survey data was analyzed using a regression analysis of student perceptions of effectiveness. This statistical model reveals*

dependent domain variables which will further empirical research regarding the experiences of post-secondary students with learning disabilities receiving academic support. Conclusions are made relating to identified intervention modalities currently offered and considered most effective by students who utilize these intervention services. The findings of this project will assist program directors, researchers, and other practitioners in identifying accommodations which are statistically significant in implementing effectual academic service programs for postsecondary students with learning disabilities.

Wilhelm, G. (2005). "A comparative-qualitative analysis of character education in the Christian school and home education milieu." Master's Thesis completed in partial fulfillment of Master's of Education (M.Ed.), Cedarville University.

Abstract: *This qualitative study provides a phenomenological perspective and comparative analysis of character education within the Christian school and home education milieu. The study is based on semi-structured interviews of fifty-two individuals (N = 52) representative of a sampling of Christian educators from four private, evangelical Christian Schools (n = 26) and area home educating families (n = 26). The intent of the researcher was to bring attention to the importance for Christian educators to come to terms with the worldview from which the desire to educate Christian youth in a separate moral community originates. Although the purpose and intent of both sets of educators were in many instances similar, significant deviations in methodology and application were found. The results of this study are defined in four similarities and six differences, suggesting that character education and the juxtaposition of that goal along with the transference of faith was a major contributor to the obvious commitment and calling felt by Christian educators.*

Wilhelm, G. (2002). "The sacred composition and ecumenical philosophy of Alexandre Tikhonovitch Gretchaninoff: A study of his concert mass, the Missa Oecumenica." An undergraduate, research thesis in partial fulfillment of a Bachelor of Music (B.M.) in Music History and Literature. Original research conducted at the New York Public Library for the Fine Arts in New York City.

Abstract: *Alexandre Tikhonovitch Gretchaninoff (1864-1956) did not enjoy the fame and success obtained by his fellow classmates: Sergei Vasilievich Rachmaninoff and Alexander Nikolayevich Scriabin. His works remain largely unknown, and yet this composer's considerable output, spanning over sixty years, shows a unique creativity and persistent industry. The intention of this research project was to investigate the liturgical works, specifically his crowning achievement the Missa Oecumenica, after Gretchaninoff's escape to Paris in light of its historical, political, and religious significance. Gretchaninoff himself considered the Miss Oecumenica to be his "most important achievement in sacred music" (My Life, 1952, p. 156). A broader appreciation for this composer and his ecumenical philosophy is a desired result of the outcomes of this study. Gretchaninoff's artistic and theological accomplishments as a composer certainly merit recognition and his sacred writings form something of an isolated landmark in the increasingly secular climate of twentieth century art music.*

**PRESENTATIONS
AND INVITED
LECTURES,
WORKSHOPS**

The following list includes selected professional presentations, invited academic lectures, and various workshops:

Research Presentations

Wilhelm, G. (2010, August). "Teaching opportunities: International schools, the American job market, and you!" Conference workshop speaker at the *All-Alumni Focus Leadership Institute Conference*, Colorado Springs, Colorado.

Wilhelm, G. and Firmin, M. (2007, March). "Character education: A comparative literature review." Poster Session at the 50th Annual Conference of the *Christian Association for Psychology Studies Conference*, Cincinnati, Ohio.

Wilhelm, G. (2006, June) "A comparative-qualitative research analysis of character education in the Christian school and home education milieu." Paper presented at the 18th Annual *Ethnographic and Qualitative Research in Education Conference*, Cedarville, Ohio.

Wilhelm, G. and Firmin, M. (2006, November). "Historical and contemporary developments in home school education." Paper presented at the 9th Annual Conference of the *Association for the Advancement in Education Research*, Hutchinson Island, Florida.

Selected Guest Lectures

Lecture, "Action Method Online: A new approach to team management technology," *Adapting Action Method Online Seminar*, 2009. Columbia, SC.

Lecture, "Character Education in the Christian School," *Professional development seminar*, 2009. Cleveland, OH.

Lecture, "Applications of Educational Technology," *The nature of technology as it relates to the educational enterprise, introduction to the rationale of assistive technology in the classroom, and the 'management approach,'* 2009. Columbia, SC.

Lecture, "Character Education in the Christian School." *Professional development seminar*, 2008. Columbia, SC.

Lecture, "Professional Practices: Securing Your First Teaching Position." *Active interviewing in the quest of a teaching position*, 2008. Columbia, SC.

Lecture, "Professional Approach Techniques for New Practitioners," 2007.

Lecture, "Teaching from your Worldview." *The essence of Biblical integration and the importance of genuine faith lived out in the classroom*, 2008.

Lecture, "Developing a Professional Pre-Service Teaching Portfolio." *The rationale and recommended artifacts to include in a pre-service professional teaching portfolio and how a portfolio functions in the interview process*, 2008.

Lecture, "Home Education and the Christian School Milieu." *Professional development seminar*, 2008.

Lecture, "Education as a Platform for Cross-Cultural Ministry." *Chapel service, teacher education department*, 2008.

Lecture, "The Profound Ministry of Education." *Undergraduate teacher education seminar*, 2007.

Lecture, "Ministry Teaching: Expressing God's Heart as an Educator." Interview lecture, *Columbia International University*, May 7, 2007.

Student Workshop Presentations

Workshop, "SOAR® Study Skills Program: Set Goals, Organize, Ask Questions, and Record Progress." *A systematic approach that focuses on core, fundamental skills for school success. The strategies and concepts in the program efficiently apply across subject areas*, 2009 - 2010.

Workshop, "Next Step: Success!" *Applying successfully, the college entrance experience for home educated students*, 2007.

Workshop, "How to be a Christian in College." *Christian worldview applied for students entering secular and 'Christian' institutions*, 2006.

Workshop, "Scholarship Funding." *Going to college debt-free through grant and scholarship funding*, 2006.

Workshop, "College Components," *Essentials to consider in preparation for high education for high school students*, 2005.

**RESEARCH
INTERESTS**

The following areas are of significant personal research interest and ministry involvement:

Spiritual Formation

- Personal mentoring models
- Transformational Bible instruction
- Character education
- Worldview formation, apologetics training
- The Truth Project®
- 'God Space' for hospitality evangelism

Orphan Care / Sanctity of Life

- Shoshanna's Hope / Show Hope Foundation
- Buckner Orphan Care®
- Hope for Orphan's Family Life Conferences
- Right to Life Organization
- House of Hope Orphanages
- Focus on the Family Orphan Care Initiative
- Justice for All®
- World Hope International

Messianic Ministry / Jewish Evangelism

- Hope of Israel Congregation
- Chosen People International
- Jews for Jesus®
- Simcha Messianic Conferences
- Celebrating the Feasts of Israel
- Jewish-Christian Dialogue Symposium

Home Education

- Phenomenological understanding of the K-12 home education experience
- Family defined culture for spiritual transformation
- Discipleship and socializations issues
- Home education students transition to the classroom
- Holistic, integrated learning
- High school mentoring
- Exploring God's calling

Worldwide Evangelical Unity and Partnership

- Voice of the Martyrs
- Worldview International
- Network of International Christian Schools
- Great Commission Churches
- Association of Christian Higher Education
- Operation Mobilization
- Derek Prince Ministry International
- Operation World Project

**PROFESSIONAL
CERTIFICATIONS****Association of Christian Schools International Professional Certification***Professional Level Elementary Teacher Certification*

Description: The Association of Christian Schools International (ACSI) provides licensing and credentials for Christian teachers and schools throughout the world. To be eligible for initial ACSI licensing, Christian teachers must have a minimum of six undergraduate credits of Bible courses. The purpose of the ACSI certification program is to provide qualified Christian school educators with professional credentials. ACSI certification is available to qualified teachers, directors, and administrators of all nations.

Association of Christian Schools International Concentration Certification*Fine Arts, Music Education Certification for K-12 Instruction*

Description: The Association of Christian Schools International (ACSI) provides licensing and credentials for Christian teachers and schools throughout the world. To be eligible for an additional specialized certification in fine arts instruction the candidate must demonstrate two years of teaching in the field and thirty hours of coursework in the area of fine arts instruction.

The Truth Project, Instructor Certification*Focus on the Family Leadership Institute TRUTH PROJECT Training*

Description: The Truth Project offers an opportunity for exponential worldview change within the body of Christ with comprehensive web-based support. As a certified facilitator, individuals are eligible to lead the small group series using our DVD-based lessons.

Focus on the Family Institute, Leadership Certification*Colorado Christian University, Colorado Springs, Colorado, 2003*

Description: Focus Leadership Institute exists to sharpen leaders from the inside out by engaging students in a semester of rigorous academic exploration and intense Christian community. Focus Leadership Institute is a multidisciplinary educational program that delves into psychology, sociology and family studies as well as leadership, social ethics, public policy, philosophy and theology.

Department of Education, Ohio Non-Tax Teacher Certification*Greater Cleveland Christian School, Middleburg Heights, Ohio, 2002*

Description: In the case of non-tax supported schools, standards for teacher certification prescribed under Section 3301.071 of the revised code shall provide for certification, without further educational requirements, of any administrator, supervisor, or teacher who has attended and received a bachelor's degree from a college or university accredited by a national or regional association in the United States, except that, at the discretion of the State Board of Education, this requirement may be met by having an equivalent degree from a foreign college or university of comparable standing.

**PROFESSIONAL
AFFILIATIONS****National Association of Professors of Christian Education (NAPCE)**

NAPCE exists to enhance the international teaching mission of the church through the cultivation of personal and professional growth of professors within the broad field of educational ministries. Active member, research contributor, and conference participant since 2009.

International Society for Technology in Education (ISTE)

A professional membership association for educators and education leaders engaged in improving learning and teaching by advancing the effective use of technology in PK-12 and teacher education. ISTE represents more than 100,000 education leaders and emerging leaders throughout the world and informs its members regarding educational issues of national and global scope. Active member since 2007.

Association of Christian Schools International (ACSI)

ACSI was founded in 1978 through a merger of three associations: The National Christian School Education Association (NCSEA), the Ohio Association of Christian Schools (OACS), and the Western Association of Christian Schools (WACS). ACSI serves over 5,000 members Christian schools in more than 100 nations, enrolling approximately 1,135,000 students. Active member, certified Christian teacher, and conference participant since 2002.

The National Association for Education of Young Children (NAEYC)

Full member 2009-2010. The National Association for the Education of Young Children is dedicated to improving the wellbeing of all young children, with particular focus on the quality of educational and developmental services for all children from birth through age 8. NAEYC is committed to becoming an increasingly high performing and inclusive organization. Founded in 1926, NAEYC is the world's largest organization working on behalf of young children with nearly 80,000 members, a national network of over 300 local, state, and regional affiliates, and a growing global alliance of like-minded organizations.

Association for Supervision and Curriculum Development (ASCD)

Member since November 2010. Founded in 1943, ASCD is an educational leadership organization dedicated to advancing best practices and policies for the success of each learner. Our 160,000 members in 148 countries are professional educators from all levels and subject areas —superintendents, supervisors, principals, teachers, professors of education, and school board members.

Association of Great Commission Churches

Active member of church affiliate since 2007, Great Commission Churches is a U.S. based fellowship of independent churches designed to equip, unite and provide accountability to churches and ministries that have a desire to fulfill the Great Commission of Jesus Christ.

Council for American Private Education

CAPE's mission is to preserve and promote educational pluralism so that parents have a choice in the schooling of their children. Founded in 1971 to provide a coherent voice for private education, CAPE is dedicated to fostering communication and cooperation within the private school community and with the public sector to improve the quality of education for all of the nation's children.

Christian Home Educator's Association of Ohio (CHEO)

Active member since 2005, CHEO is a consortium that seeks to preserve the God-given, constitutional right to home educate, and to support and encourage families in fulfilling this Biblical responsibility.

National Qualitative Research in Education Association

Active member since 2006, this association is part of the ESRC National Centre for Research Methods and is based at Cardiff University in the Cardiff School of Social Sciences. The mission of the ESRC National Centre for Research Methods (NCRM) is to provide a strategic focal point for the identification, development and delivery of an integrated national research, training and capacity-building program aimed at promoting a step change in the quality and range of methodological skills and techniques used by the social science community; and providing support for, and dissemination of, qualitative methodological innovation and excellence.

South Carolina Geographical Alliance

Active member and conference participant since 2007. Since 1986, National Geographic has helped to build a national network of K-12 teachers, college geographers and educators, school administrators, and others dedicated to improving geography education. The Geography Alliances, which operate as grassroots organizations, along with Education & Children's Programs and other key partners, work to promote geography education at local, state, and national levels.

Ohio Music Education Association (OMEA)

Active member 2003-2005, the Ohio Music Education Association espouses a philosophy of music education that values artistic and musical experiences for every citizen. The Ohio Music Education Association was founded in 1924 with fourteen charter members. Now, with more than 6,000 members, OMEA is one of the largest of the fifty-two affiliates of MENC, the National Association for Music Education. Members are involved at all levels of music education from preschool through college, teaching in all areas of music—general music, band, choir, orchestra, private instruction and teacher education.

Fortnightly Music Education Association

Active member and studio participant 2001-2006. Federation members work to create a dynamic musical and cultural environment in their communities through education and sponsorship of musical events. The Federation champions American music with awards and commissions. Federated States proclaim November American Music Month, in which the annual Parade of American Music focuses on programs of music by American composers.

Chosen People International

Active supporter and conference attendee since 2006. Chosen People Ministries stands today as a credible, well-established mission that combines a commitment to Jesus and the evangelization of the Jewish people with cutting-edge creativity. Our presence extends to Jewish communities in the United States, Canada, Central and South America, the former Soviet Union, Europe, Israel and Australia.

**INTERNATIONAL
EXPERIENCE**

Hong Kong, China

January 2010

International Christian School of Hong Kong

Columbia International University overseas student teaching cooperation liaison, met with the school administration. Facilitated a cultural immersion enrichment post-secondary student trip to Hong Kong.

Georgetown, Guyana

Summer 2008

World Hope International

Educators team leader for World Hope International, host of teacher conference in Georgetown for Christian, Montessori, public, and parochial teachers. Orphan care provider and education evaluator. Transportation of computer lab, school supplies drive coordinator, and library transport for the orphanage facility.

Vienna, Austria; Budapest, Hungary

March 2007

Vienna Christian Center

Support visit for Bethany College of Missions interns, missionary support services, and Christian fellowship.

Lilongwe, Malawi – Area 47

Summer 2006

Worldview International / Ancient Paths

‘Educators in Action’ team leadership, school development, teacher training coach, street-kid ministry, national support recruitment, humanitarian aid, and medical center facilitator. Facilitator of school supplies and teacher supplemental materials.

Zacapa, Guatemala

Summer 2005

People for Missions

Staff facilitator for student cultural emersion experience, humanitarian relief, school development, donated computer lab transport and set-up, orphan care, mountain village outreach, and refugee camp evangelism.

**PROFESSIONAL
SERVICES**

Personal Mentoring / Spiritual Discipleship

Association of Great Commission Churches

SOAR® Study Skills Program National Instructor

Academic and Educational Services, Inc.

Intervention Tutoring for At-risk Youth

Academic and Educational Services, Inc.

College Preparation & Scholarship Aid Coaching

Christian Community School Guidance Counseling Department

Professional Document Services & Résumé Consultant

Columbia International University Student Support Services

**HONORS AND
AWARDS**

Alumni Association Leadership Council Elected Representative, 2010
Teacher Education Program Contribution Recognition, 2009
National Geographic Educator's Contribution Recognition, 2009
Columbia International University Doctoral Studies Assistance, 2008
World Hope International Team Leadership Appointment, 2007
Educators in Action Worldview International Team Appointment, 2006
Christian Community School Partnership Sponsor Recognition, 2005
School Grant Recipient for Science & Spanish Education, 2005
Peer Award for Excellence in Christian Education, 2004
Distinguished Christian Educator Graduate Leadership Award, 2003
Focus on the Family Leadership Institute Alumni Recognition, 2003
Cedarville University Academic Merit Scholarship, 2002
Music Performance Trust Fund Scholarship, 2002
Baldwin-Wallace Woman's Club Scholarship, 2002
Baldwin-Wallace Dean's List Honors Award, 2002
Walter O. Larson Scholarship, 2002
Galen & Ruth Roush GAR Foundation Scholarship, 2001
Vera C. Mast Academic Distinction Scholarship, 2001
Fortnightly Musical Club of Cleveland Talent Scholarship, 2001
Phi Beta Kappa National Honorary, Society Induction 2001
Zoe Clark Loomis Academic Scholarship, 2001
Three Arts Club of Lakewood Talent Scholarship, 2001
Helen Steiner Rice Original Poetry Scholarship, 2001
Ohio Student Choice Grant, 2000
Baldwin-Wallace Presidential Leadership Scholarship, 2000
Baldwin-Wallace Academic Excellence Award, 2000
Alpha Lambda Scholastic Honors Society Inductee, 2000
Cuyahoga Community College Dean's List, 1998-2000
ACSI Distinguished High School Award, 1999
Post-Secondary Enrollment Options Honors High School Student, 1998
Gold Medalist, National Federation of Young Musicians, 1996
Honor Star Four-Year Honors Program, Missionette Attainment, 1993

COMMUNITY SERVICE

Riverbend Community Church / Great Commission Church Initiatives
Active member since 2008, Lexington, SC.

Chosen People International, Simcha Conference
Child’s programming volunteer for Simcha Conference, 2007, Harrisburg, PA.

Worldview Community Church
Active member 2000 – 2007, home church, Olmsted Township, OH.

Justice For All
Student apologetics volunteer 2003, Denver, CO.

Lorain County Christian Church
Active member 1993 – 2000, church fellowship, Elyria, OH.

Berea Children’s Home
Textile artist volunteer, 2001, Berea, OH.

Lorain County Crisis Pregnancy Services
Ministry equipping mailing volunteer, 1999-2003, Elyria, OH.

LANGUAGES

English	Native Language, excellent written and verbal skills
Spanish	Experience in Zacapa, Guatemala
Chichewa	Language emersion experience in Lilongwe, Malawi
French	Novice, college focused language study
Italian	Novice, operatic diction study
German	Emersion experience in Munich, Germany / College studies
Hebrew	Biblical Hebrew studies, Messianic Jewish ministry
Portuguese	Novice, High school language study

COMPUTER SKILLS

Operating Systems: Windows 7, Vista, Windows XP, Windows ME, Windows 2000, Mac OSX, Mac OS 8.6, Mac OS9, Linux, Moodle 2.0

Programming: Moodle 2.0, Equilla, Student Social Networking, Macromedia Dreamweaver, Macromedia Flash, Macromedia Fireworks, Zultys MXIE, Jenzabar EX 3

Applications: Microsoft Office Vista, Microsoft XP, Microsoft Office 2000, Microsoft Office 1997, MS Word, MS Access, MS Excel, MS FrontPage, Internet Explorer, Mozilla Firefox, Safari, Outlook, Outlook Express, PowerPoint, Adobe Photoshop, Adobe Illustrator, DreamWeaver, Inspiration, Turbo Tax, Quicken, QuickBooks, QuickBooksPro, Macromedia Flash, Database & Statistics, SPSS, Publisher, Weft QDA, Skype, Natural Soft voice recognition software, DimDim internet video conferencing applications.

CITIZENSHIP

U.S. Citizen
Born in Fairview Park, Ohio

REFERENCES

The following are selected professional references. Personal references, pastoral references, and historical employer letters of references are available upon request.

Dr. Ronald Kroll, Director of Doctoral Programs
College of Education
Columbia International University
7445 Monticello Road, Columbia, SC 29230
Phone: (803) 465-2720 Cell: (803) 465-2720
Email: rkroll@ciu.edu

Dr. Patrick Blewett, Academic Dean of Arts & Sciences
Columbia International University
College of Arts and Sciences
7445 Monticello Road, Columbia, SC 29230
Phone: (803) 807-5631; Secretary: (803) 807-5630
Email: mbowdon@ciu.edu

Dr. Steven Auld, Assistant Dean
Columbia International University
7435 Monticello Road, Columbia, SC 29203
Phone: (803) 807-5632
Email: sauld@ciu.edu

Dr. Chris Leland, Vice President for College Student Ministries
Senior Fellow for Christian Worldview Studies
Focus Leadership Institute
Focus on the Family / Colorado Christian University
8605 Explorer Drive, Colorado Springs, CO 80920
Phone: (719) 548-4560
Email: admissions@focusleadership.org

Dr. Joran Clemens, Program Director
Academic & Educational Services
7401 Monticello Road, Columbia, SC 29203
Phone: (803) 429-0696
Email: joran.clements@benlippen.com

Mickey Bowdon, Vice President for Christian School Education
Office of the President
Columbia International University
7445 Monticello Road, Columbia, SC 29230
Phone: (803) 807-5359
Email: mbowdon@ciu.edu

Selected professional references (continued...)

Helen Boen, M.Ed. Associate Director of the Lowry Center for Christian Education

Ben Lippen Elementary School Principle
7401 Monticello Road, Columbia SC 29203
Phone: (803) 807-4109; Cell: (770) 315-0780
Email: helen.boen@benlippen.com

Brian Modarelli, Headmaster

Ben Lippen School
7401 Monticello Road, Columbia SC 29203
Phone: (803) 807-4000
Email: brian.modarelli@benlippen.com

Rick Willis, Headmaster

Christian Community School
35716 Royalton Road, Grafton, OH 44044
Phone: (440) 748-6224
Email: ccs@glwb.net

Dr. Daniel Janosik, Faculty of Undergraduate in Apologetics

Coordinator for Online Learning Course Development
Columbia International University
7435 Monticello Road, Columbia, SC 29230
Phone: (803) 309-6413
Email: djanosik@ciu.edu

PROFESSIONAL VITA

Dr. Gretchen Marie Wilhelm was born in Fairview Park, Ohio in 1981. She grew up in northern Ohio the eldest of the six children of Charles and Sue Marie Wilhelm. In her formative years, Gretchen was home educated and took advantage of every opportunity to cultivate skills in textile artwork and musicianship. She finished a music conservatory bachelor's degree in the two years after her graduation from high school. Miss Wilhelm then began teaching at a local Christian high school in 2002. After completing her graduate internship and leadership certification in 2003 through the Focus on the Family Institute in Colorado Springs, CO, Miss Wilhelm returned to Ohio. Over the next few years she taught both middle and elementary levels, distinguishing herself as a teacher leader and curriculum developer. Miss Wilhelm received a non-tax teaching license from the state of Ohio in 2002 and completed a master's degree in education in 2005. In 2007, Gretchen accepted an appointment as an associate professor of teacher education at Columbia International University in Columbia, SC and subsequently began her doctoral work. Gretchen is passionate for international traveling, humanitarian work, orphan care, and teacher training in developing nations. Miss Wilhelm is a dedicated Christian, active in community service, international evangelical initiatives, volunteer work, and biblical fellowship.