

AMY L. O'DELL, ESQ.

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EDUCATION:

DOCTOR OF PHILOSOPHY IN HIGHER EDUCATION ADMINISTRATION, *Currently enrolled*
Liberty University Online, Lynchburg, Virginia

JURIS DOCTORATE, *CUM LAUDE*, 2002
Widener School of Law, Wilmington, Delaware

BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT, *SUMMA CUM LAUDE*, 1992
Wilmington University, Wilmington, Delaware

ASSOCIATE OF APPLIED SCIENCE IN LEGAL ASSISTANCE, 1995
Austin Community College, Austin, Texas

ACADEMIC EXPERIENCE:

TARLETON STATE UNIVERSITY

Assistant Professor, January 2019 - present

- Develop and deliver seven (7) new courses in three semesters
- Revise curriculum
- Develop marketing plan and design corresponding materials,
- Develop assessment plan
- Recruit and advise students
- Initiate research project that incorporates student participation
- Incorporate applied learning experiences (ALE) in Legal Studies curriculum
- Engage in research and scholarly publication

WILMINGTON UNIVERSITY

Associate Professor and Program Chair, May 2017-December 2018*

Assistant Professor and Program Chair, February 2005- April 2017

Adjunct Instructor, September 1996 - July 2002

- Maintain external accreditation (America Bar Association approval) through data collection, reporting, self-study, and site visits
- Recruit, hire, supervise, train, mentor, and evaluate faculty
- Collaborate with other university departments (admissions, registrar, marketing, financial aid, advising, and student service) to provide exceptional student and faculty support through enrollment, advisement, mentoring, and career counseling
- Lead strategic planning related to program administration and delivery
- Develop, manage, and report on comprehensive outcomes assessment plan, including the design of multiple formative and summative assessment and the establishment of a curriculum map linking assessments, competencies, and results
- Create innovative teaching strategies for both face-to-face and online modalities, including piloting various instructional tools for enhancing student learning

**Program Chair designation is substantially equivalent to Tarleton Department Head position*

WIDENER UNIVERSITY

Assistant Director, September 2004 - January 2005

Faculty and Special Projects Coordinator, July 2003 - September 2004

- Assisted with external accreditation process (America Bar Association approval)
- Developed, distributed, collected, and analyzed data from various student and employer surveys
- Trained new faculty on educational technology
- Established relationships and coordinated placement of student interns
- Planned and executed continuing legal education seminars

LEGAL EXPERIENCE:

SUPERIOR COURT OF DELAWARE

Contract Attorney, 2008 – 2018

- Maintain client confidentiality
- Advise, counsel, and represent clients of varying ages and mental capacities
- Review medical records and interview clients, psychiatrists, social workers, and other interested parties to gather evidence in preparation for trial.
- Drafted appeals to Delaware Superior Court and Delaware Supreme Court.

OFFICE OF THE CHILD ADVOCATE

Guardian ad litem, 2005 - 2013

- Represented the best interest of appointed foster children at all child welfare proceeding
- Conducted records requests and interviews
- Coordinated with the Division of Family Services, Division of Child Mental Health Services, Division of Youth Rehabilitation, and foster care providers as needed to acquire necessary services and support.

DELAWARE VOLUNTEER LEGAL SERVICES

Legal Intern, 2001-2002

- Represented victims in Protection from Abuse (PFA) hearings
- Drafted wills, powers of attorney, and advanced health care directives
- Interviewed clients, performed telephone intakes, screened cases, drafted pleadings and subpoenas needed for trial.

PROFESSIONAL AFFILIATIONS:

- Texas State Bar Association (2019-present)
- Delaware State Bar Association (2002-present) – currently inactive
- New Jersey State Bar Association (2002-2019) – currently inactive
- American Association for Paralegal Educators (2005-present)

COMMITTEE INVOLVEMENT:

- Tarleton State University
 - COLFA Curriculum Committee
 - Member (2019-2020)
 - Library Committee
 - Member (2019-2020)
- Wilmington University
 - Curriculum Committee

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- Member (2005-2006; 2008-2009; 2013-2018)
 - Co-Chair (2006-2008; 2015-2018)
- Academic Policy Committee (2011-2013)
- Human Subjects Review Committee (2009-2011)
- Ad Hoc Committee to Revise the Intellectual Property Policy (2006-2007)
- Ad Hoc Committee to Review the Adjunct Promotion Process (2015-Present)
- American Bar Association
 - Member, Stevenson University re-approval site team (February, 2015)

SPECIAL SKILLS:

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- Proficient in Microsoft Office, Blackboard/Canvas (LMS), Lexis/Westlaw, CAMS (student information system), and other instructional software
 - Highly adaptable to new technology

PRESENTATIONS:

“Achieving Better Student Outcomes with Lesson Plans,” American Association for Paralegal Education National Conference (November 2018)

“Death of an Outline: Achieving better student outcomes with lesson plans,” American Association for Paralegal Education Northeast Regional Conference (April 2018)

“Judicial Opinion Writing,” Spring Justice of the Peace Court Conference (April 2015)

“Challenges Facing Paralegals and the Legal Profession Today,” Delaware Paralegal Assoc. National Affairs Luncheon (April 2014)

Ethics 2011, Delaware Paralegal Association Annual Meeting (June 2011)

Pre-Law Workshop (October 2007)

“FERPA for Faculty,” Wilmington University Faculty Development Day (March 2007)

“Legal Research Enrichment Seminar,” Widener University Legal Education Institute (2004)

“Everything I Ever Needed to Know About Career Development, I Learned from Dr. Seuss,” 1st Annual Paralegals Retreat for the United States Attorney’s Office, Eastern District of Pennsylvania

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