



October 1, 2011

To whom it may concern,

It is my pleasure to write this letter of recommendation for Mary Wiseman.

Mary has been a tremendous asset to the Collaborative and our distance learning programs. She is highly organized, motivated and her work is of excellent quality. In an agency of our size, it is common for details and potential opportunities to slip through the cracks. Mary consistently showed initiative in rescuing the minutia and ensuring we maximized every available angle and opportunity.

Recognizing the need for professional development around technology at the Collaborative, Mary proposed, developed and facilitated workshops on podcasting and webinars for employees. Her workshops resulted in increased use of available technology for meetings, trainings, and classroom instruction in face-to-face and online environments.

The unique and holistic approach Mary brings to instructional design has engaged people who were initially uncomfortable and hesitant to enter the realm of online learning. In any collaboration, Mary listens first to the instructor's objectives, probes for underlying needs, and offers flexible solutions that meet the instructor's immediate needs and preempt their long term needs. At the Collaborative, she has been involved in the development of courses for Algebra Online, Coaching eLearners (Grades 6-12), Biology, and Teaching American History.

Her methods of support and follow-up are effective and noteworthy. Mary's dogged perseverance in ensuring each student complete their registration and orientation to their online course has been cited by students, parents, and administrators as a key factor in student success. Her commitment to student achievement does not stop at registration. Throughout each online course, she provides stable and consistent academic support, technical assistance, and enthusiasm for students and instructors.

In Mary we were lucky to find someone who works well independently, collaborates seamlessly, takes direction when necessary, and recognizes when to delegate. The sole reason for Mary's departure is a result of the end of the grant funded projects.

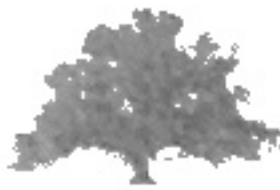
I would highly recommend her for a position as Instructional Designer. Feel free to contact me to further discuss Mary's stellar work and qualifications.

Sincerely,

Krstin Kicza, Distance Learning Coordinator

[kkicza@collaborative.org](mailto:kkicza@collaborative.org)

413.588.4900 x128



**OzmaHouse Educational Services/Meg Robbins**

*September 6, 2011*

*To Whom It May Concern,*

I am very happy to have the opportunity to recommend Mary Wiseman for a lead position in an instructional design technology support position. Any institution fortunate enough to have her on board will benefit enormously from her wealth of design expertise and attention to detail.

I have worked directly with Mary over the past two years in her capacity as instructional designer and technology support with the Collaborative in Northampton, MA in much the same capacity as faculty would work with her in an institutional setting. As an academic consultant brought in to write and facilitate a fully on-line course for both graduate credit (Fitchburg State College) and PDP teachers supporting students enrolled in an algebra web-based program, I have had significant experience and appreciation for Mary's skills in taking my non-technical ideas and implementing them in to a savvy and creative format for online instruction.

Mary's skills are both creative and technical. She is incredibly reliable and thoughtful and has a unique ability to be able to bridge the chasm for academicians who might be hesitant about embracing the move forward and utilizing e-learning in their classrooms. She is fully capable of creating excellent on-line classes, of "channeling" the material and intentions of others into that format and of supporting fledgling teachers who are trying out their own wings as e-instructors.

One of the most challenging aspects of our work together has been in helping our e-learner teachers bring their work back to the classroom. Mary has, under the auspices of The Collaborative, spent many hours working directly with teachers and students on-site, helping to problem-solve and support their use of laptops and e-learning. Her low-key approach coupled with confidence and a can-do attitude, have made her a go-to person for many area teachers.

Mary and I have also worked together facilitating many weekly webinars for teachers enrolled in our courses and it is her presence that makes my work flow easily and naturally. She catches the glitches, helps students to work with recalcitrant laptops and moves quickly and surely through the pages needed to keep a webinar active and lively. There has been more than one internet disaster at my end, when she has had to single-handedly facilitate the course with no moment's notice.

I wholeheartedly recommend Mary for this position and would be more than happy to speak with anyone who might have additional questions.

Very Sincerely,

*Meg Robbins*

**DIVISION OF CONTINUING EDUCATION  
COMPREHENSIVE EVALUATION**

Unit Member: Mary Wiseman

Session/Year: Spring 2006

Course(s) Taught: CSI252.01

Evaluator: Sue Mackler

Title: Interim Dean of Business Division

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Evaluator's Comments: On April 20th, 2006, at 11:00 a.m., I observed Mary Wiseman teaching her website development class. These are my observations:

- o Mary seemed comfortable with her students and the students seemed comfortable with Mary as their teacher. She began the class with a review of where the students should be in their reading and their work.
- o Mary then gave a quick overview of the team project work that was the focus of the remainder of the class. She presented a complete set of directions that included the "what", the "how", and the "how well" of the specific assignment for the team projects.
- o Mary both formally and informally observed students in action as they worked on their team web pages, and as they made personalized adaptations to the assignment. Mary gave advice when necessary about their web work as well as reminding them to fully assume their roles while working as a team.
- o In addition, Mary seemed to easily engage students in thinking about what they were trying to accomplish as part of her feedback to them. She added the check steps that helped elevate the end product and the process.
- o While I only observed one small portion of the team project assignment, Mary's overall style was appropriate and helpful during this time. I did not observe any formal presentations but her interactions with students while they were working were additive substantively.
- o The students were deliberate and working together under her overall guidance.

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Unit Member's Comments (if any):

*I have enjoyed my students & feel this course's text is excellent.*

I have read and received a copy of these comments.

*Sue Mackler*  
Evaluator

*Mary Wiseman*  
Unit Member

Date: April 18, 2006

Date: *April 29, 2006*

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# R e f e r e n c e

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Mr. Henry Wefing

Mass Communications Department, Westfield State College

January 4, 2007


To: Whom it may concern:

Mary Wiseman taught a graphic design class for the art department, last year. Within the scope of the course an instructor must provide lecturers, class visitations, and on occasion, opportunities for internships.

Mary Wiseman conducted this class in a well-organized and comprehensive manner.

Mary provided a solid overview of graphic design agencies regionally and arranged for visits, speakers, and also on potential practicum sites, which our graphic design coordinator was able utilize the next term.

Mary was reliable, resourceful, and creative in building this class without much notice ahead of her hiring.

 We were completely satisfied with her performance as an adjunct instructor in this capacity.

Dr. Barbara Keim, Acting, Art Department Chairperson  
Westfield State College  
Westfield, Massachusetts

 **Westfield**  
*State College*

Women's Studies Program  
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12/13/05

Dear Faculty in the Art Department,

I am writing to thank you for your valuable support of the logo contest for Month Celebrating Women 2006. Thanks to your encouragement of students in your classes and in the Graphic Arts Club, we received a record number of logo submissions, many of them original and eye-catching as well as very professional. Many of the faculty, staff, and students we polled in the vote commented on the high quality of the submissions.

The winning student artist was enrolled in Mary Wiseman's graphic arts course. Her image will adorn calendars, brochures, buttons, and other promotional documents relating to the events held in March. Because we received so many excellent submissions, I have asked students whose images were not chosen this year for permission to re-consider their entries for use in March 2007.

Thank you for contributing to Westfield State College's celebration of women's history month.

Sincerely,



Vanessa Holford Diana, Chair of Month Celebrating Women Planning Committee  
Women's Studies Program Coordinator  
vdiana@wsc.ma.edu

From: **Judith Chandler** [judith.chandler@gmail.com](mailto:judith.chandler@gmail.com)  
Subject: Re: reference check for Mary Wiseman

To whom it may concern,

I will tell you what I know about Mary Wiseman as a teacher in this email. I worked closely with her for 11 years and was her immediate supervisor for the last 5 years that we worked together. First I should tell you that the International School of Beijing is a k-12 independent international school with 1800+ students representing 60 countries.

Emphasis is on academic excellence through a rigorous course of study in all subjects. The students are focused, intelligent and expect the teachers to have the same qualities. I found Mary Wiseman to be the teacher they expected and required. She is the most organized person I have ever known. Her ability to plan and prepare new material for her students so efficiently gave her the freedom to have a very rich and full life as a teacher and practicing artist even with the high demands of the position.

Her expectations of her students were always high and she gave them strong support in their assignments and independent work. The IB Visual Art curriculum demands that teachers be very knowledgeable in all areas of art and to be current in world trends. Ms. Wiseman is an extremely quick learner and stayed abreast of what was happening in the art capitals around the world. She proved her technical ability in drawing, painting, sculpting, ceramics, design, and printmaking with her greatest strengths in paper arts and technology. As a result of her knowledge, teaching style and dedication to her students, they scored the highest scores on IB examinations that we have had at the International School of Beijing.

Ms. Wiseman developed and introduced a course in Digital Imagery that was very popular with students. She was able to instruct both beginning students and those more advanced in using PhotoShop and other digital programs. Because of her work in creating a complete foundation for the course with an appropriate pedagogical basis, scope and sequence and assessment criteria, the current teacher has been able to make a smooth transition into the class.

As a teaching partner, she was enthusiastic about teaching, supportive, competent and willing to address critical issues and to problem solve. She was a strong contributor to a recent department review and curriculum update that covered the k-12 Art Department. She was well liked by her colleagues and the administration. Her fluency in Chinese was an asset as we piloted a Visiting Artists Program, not an easy task in China.

I can say without hesitation that you will not find a better teacher or team player than Mary Wiseman. She is a highly capable woman of integrity and honesty who can be depended on to give her students her best. I hope to have the opportunity to work with her again.

Sincerely,  
Judith Chandler



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January, 2005

To Whom It May Concern:

**RE: Mary Wiseman**

This is a letter of support for Mary Wiseman, a candidate seeking teaching licensure in the state of Massachusetts. Mary currently teaches high school visual arts at the International School of Beijing. ISB is a private, co-educational, non-profit, college preparatory day school of 1900 expatriate students in Beijing, China. I have had the pleasure of supervising and working with Mary these past three school years as the high school principal. Mary is an excellent, dedicated, talented teacher who has added immensely to the art programs over the years.

Mary's teaching responsibilities include all grade levels at the high school. She currently teaches students in grades 11 and 12 the International Baccalaureate Visual Art curriculum. This curricular program is comprehensive and challenging, and Mary does an excellent job of not only delivering the curriculum but helping students expand their artistic abilities. She also teaches general visual art courses including: painting, drawing, printmaking, sculpture, ceramics, and digital and time-based media. In addition to her teaching responsibilities, she is responsible for students in a pastoral care setting, at ISB called "mentoring"

Mary has been teaching full-time at the school since 1994, creating the Middle School art program. She moved into the high school in 2001 and we are glad to have her here with us.

Mary has continued her professional development these past several years to continue to excel in the classroom. I recommend her for licensure without hesitation and with highest regard as a quality educator who understands kids as well as education.

Please do not hesitate to contact me for any further feedback or information on Mary.

Sincerely,

Thomas L. Hawkins, Ed.D.  
High School Principal  
International School of Beijing  
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March 11, 2005

To Whom It May Concern:

This is to confirm that Ms. Mary Wiseman has been a member of the faculty of the International School of Beijing since August of 1994. At that time, she was hired in the capacity of Middle School Art Teacher and is currently a member of our High School Art Department.

Ms. Wiseman has been an integral member of our staff, actually creating the Middle School Art Program upon her arrival in 1994. From August 2001 until now, in her capacity as a High School Visual Arts teacher, she has been teaching International Baccalaureate Visual Arts and general Visual Arts to our 9<sup>th</sup> thru 12<sup>th</sup> graders. These courses include painting, drawing, printmaking, sculpture, ceramics and digital and time-based media.

If the results of the above varied media are any reflection of Ms. Wiseman's capabilities, I can honestly state that I am often amazed at the talent I see displayed at our high school student's art exhibitions and in works presented around the school. The depth of talent is such that I have personally purchased pieces of work that I proudly display in my office to showcase our student's exceptional abilities. If this is any indication of Ms. Wiseman's success as a teacher, then she has certainly exceeded all expectations.

I wish Ms. Wiseman continued success and would offer her my full support for all of her future endeavors.

Sincerely,

John K. Johnson  
School Director





## The International School of Beijing

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November 21, 2000

### TO WHOM IT MAY CONCERN:

Ms. Mary Wiseman has been an Art teacher, Head of Department and teacher leader at the International School of Beijing (ISB) for several years. I have known Mary in my current position as Director of the school for the past three years.

Ms. Wiseman has the ability to teach and lead simultaneously. Her ability and talent as an Art teacher is well known at ISB. She will move to the High School and teach in the International Baccalaureate Program next year, which is a testament to her flexibility and depth as a teacher. Mary is also insightful and reflective as a professional. She has many ideas that have been transformed into actions at ISB in the arts, as well as, other arenas outside her primary field of study.

Professional development is important at ISB, and Mary has engaged in several and varied training opportunities both in and outside our school, for example, she has shared much of what she has learned "on line" with her colleagues.

Mary has been a member of our Faculty Personnel Committee for the past several years as well. Her contributions as a caring and thoughtful person on this important committee are also well known.

This young woman has contributed greatly of her time in support of the ISB in such other varied areas as artistic displays, construction committees related to the new school project as well as, selecting plants and decorations at seasonal changes to make our environment a better place.

Mary Wiseman is a talented woman and educator. We think a great deal of her here at the ISB. I recommend her strongly for entrance into your educational program.

Sincerely,

Dr. Paul Dulac  
Director

The International School of Beijing



## The International School of Beijing

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June 10, 1996

### TO WHOM IT MAY CONCERN

I am pleased to have the opportunity to write this letter as a positive and supportive reference for Ms. Mary Wiseman. Mary has worked at the International School of Beijing (ISB) now for two years, this year as a full time teacher of Art and Graphics in the ISB Middle School.

The ISB serves the overseas assignee community of Beijing by providing a quality school program for students in pre-kindergarten (4 year olds) through high school. A co-educational, non-sectarian, college preparatory day school, the ISB offers a curricular program based on American models and taught in English. In addition to the traditional high school diploma, the school also offers the International Baccalaureate diploma. The ISB is fully accredited by the Western Association of Schools and Colleges (WASC).

Mary has proven herself to be a hard working, involved, positive, and professional educator. In addition to this, she has been quite supportive of the school's mission and sincere in carrying out her work assignments; and she is a giving and caring person in her efforts to provide quality instruction to her students. She has excellent rapport with her students, and she brings the experience of a professional artist to the classroom. As a key and valued member of the school's Art Department, Mary has won high praise from her co-workers, her Department Head, and her Principal.

During her time here at the ISB, Mary has worked very hard toward professional improvement both as an artist and as a student, taking advantage of professional development opportunities at the school and elsewhere. In addition, Mary has been involved with providing extra-curricular and after school activities in the area of art to many ISB students. Very commendably, as the first student in China on-line, Mary piloted an on-line program with the New School of Social Research, in hopes of determining additional professional opportunities for herself and others.

All in all, I can recommend Mary Wiseman highly as an Art and Graphics teacher to any prospective new school to which in future she might apply. I am pleased that Mary has taken the option offered to her to sign an additional three-year contract to teach Art at the ISB.

I would be happy to elaborate further, if desired, on Mary's positive aspects as a teacher, as a faculty member, and as a person.

Yours sincerely,

David E. Eaton  
School Director



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### MARY WISEMAN

Mary Wiseman is a full time teacher of art at the International School of Beijing. Most of her work is with Middle School (Grade 6 - 8) students, but she has had valuable experience with older and younger students also.

Mary is an extremely talented artist and teacher. She adopts a hands-on approach, involving her students in a wide variety of activities. She utilizes all kinds of media, many of which demonstrate a high degree of personal improvisation. Her own background as a professional artist has helped greatly as she has developed her own teaching style. The atmosphere in her classroom is always positive, with attentive and involved students. Furthermore she utilizes her own talents, as well as those of her students in ensuring that the room always has copious displays of artwork in various forms.

Mary is highly respected by her colleagues at this school, both within the art department, and outside of it. She leads one of the action plan teams for our strategic planning process, and generally plays a full role in the professional life of the school. She collaborates most effectively with her colleagues in the art department, and is always willing to share her ideas and experience. Her commitment to this school and its students combines with her talent as an artist and a teacher to make her a highly valued member of our professional staff.

Alex Horsley  
Director  
November 28, 1997



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December 1997

### TO WHOM IT MAY CONCERN.

I have known **Mary Wiseman** since the fall of 1994 when we both joined the ISB staff. I have been the Middle School Principal and Mary has taught middle school general art and middle school and high school graphic arts.

Mary has been an integral part of the school. She was very involved in committees discussing middle school philosophy and has worked with grade level teams to do interdisciplinary units. She was part of the CERCOS (Central East Asia Regional Council of Overseas Schools) conference steering committee and a leader of an action team for the ISB Strategic Plan.

As a teacher, Mary has excellent rapport with her students and presents a broad range of techniques and projects. Much of what she does uses lessons and materials which she creates herself. It is often difficult to find supplies in China and she searches them out and gives samples and vendor names to the purchasing department. She has acted as chaperone on various class trips and at student dances and movie nights and worked with others in planning activities and special days.

As a student she has participated in coursework, seminars, and workshops which have been offered in Beijing as well as studying with the New School of Social Research since 1995. She is interested in extending her knowledge in the area of art but also in the broader areas of child development and education.

Mary has been a team member within her department, the middle school, and ISB as a whole. She has demonstrated the ability to "think outside of the box." I can highly recommend her for a graduate program which requires individual time management and responsibility. I would expect her to succeed.

Sincerely,

Marilyn J. Hebladay  
Middle School Principal