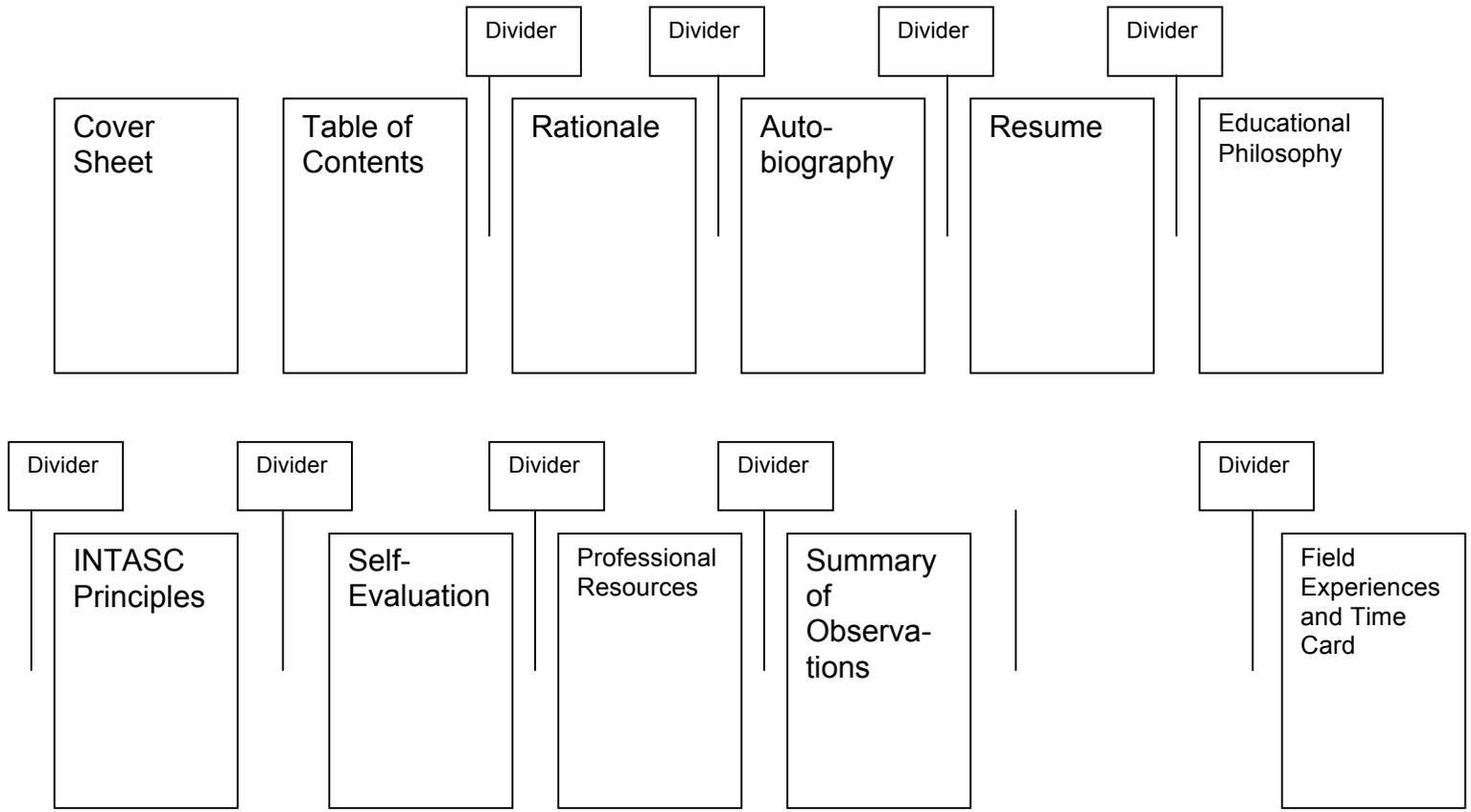


Instructions for the EDUC 2010 - Introduction to Teaching Portfolio



In a three ring binder (size: two inches or more) include all of the above documents.

The front page of your notebook and the title sheet should have the same information on it: your name and the title--"Teacher Portfolio". You can make it as attractive as possible.

Be sure to include a Table of Contents that reads:

Rationale-----Tab 1

Resume-----Tab 2

And so forth until all sections are included.

Be sure to number your dividers as Tab 1, Tab 2, etc.

When you include an item that was required as a first draft or has been scored and returned to you, be sure to turn in the original that was scored and returned to you AND the corrected final draft.

Make sure that you keep all of your documents in an electronic format. You will need to be able to upload these documents to your four-year university's electronic portfolio.

EDUC 2010 - Intro to Teaching — Professional Portfolio Instructions

All material should be saved in an electronic format so that it can be transferred to the electronic portfolio program that the four-year university uses.

The course requires an electronic copy of all portfolio work to be turned into the Drop box located in D2L.

The Textbook (*Introduction to Teaching* by Kauchak) will be an excellent resource. A copy is on file in the library.

The following items need to be included:

Cover sheet—The same sheet should go on the front of your binder. The cover sheet should include your name and the title “Teacher Portfolio”. Any creative graphics or color will enhance your coversheet and indicate interest and effort.

The **Table of Contents** (TOC) should be next. The TOC should list each of the items beginning with the rationale. It should have the format as below:

Rationale.....	Tab 1
Autobiography.....	Tab 2

The **Rationale** should be at least one full paragraph and should explain why a teacher candidate should develop a portfolio. Refer to your textbook p. 27 for assistance.

The **Autobiography** should include your personal history as it relates to your interest in education. It should be a minimum of 300 words. Write it from how the topics below relate to your desire to become a teacher. Here are the topics to include:

- Personal History
- Work Experience
- Experience with Children
- Travel Experiences
- Volunteerism
- Career Plans

Make sure you have good topic sentences and that all of the information in each paragraph relates to the topic. Use transition sentences to move from one paragraph to another. Make sure that your last paragraph sounds like a final paragraph. Leave the reader with positive last words. If you do not have information to address each topic, just leave that topic out.

The **Resume** should be only one page front and back. The text has the general content sections with the exception of a section on Knowledge and Skills. This section is where you list your strengths in short action phrases. These should be tailored to the profession of education. The resume should be eye-catching and have the topic areas in bold print and aligned to the left margin. The items under each topic should be bulleted and include the dates of your work experience or education, the name of the employer or school, the city and state in which the employer/school is located. The information should be aligned in columns so that the information can be scanned at a glance. Education and Work Experience should be listed from the most recent to the oldest. *Remember, this is your first introduction to your future employer, so you want it to be appealing visually and verbally and in all aspects correct!*

The **Educational Philosophy** should be at least one to two pages. This paper is a beginning statement about what you believe about education. Include the purpose of school and education, the role of the teacher, your beliefs about students in general and how they learn, what you believe is important in learning and your belief about teachers being able to influence change. You may add other topics as you desire.

Make sure your philosophy has a scholarly basis—refer to your textbook for support. (See the chapter on educational philosophy for assistance.) Items on p. 205 and 201 in the textbook can be used as a guide for writing your philosophy.

The **INTASC Principles** should be typed and then a brief paragraph on the meaning of each principle should be included after each principle.

The **Self-Evaluation** should be about a page in length and should address the strengths that you bring to your chosen field and the areas of growth that you perceive that you will need to focus on as you pursue your degree and teacher's license. Be sure to address your scholarship, your attitude toward responsibility, your people skills, your ability to work with others and any other areas that you feel would give a good picture of where you are right now and areas for growth for the future.

The list of **Professional Resources** should include at least two journals, and websites that would be of use to a teacher.

The journals should be listed and then a description of the journal and how this journal would benefit you in your educational career should be included in a paragraph after the title of the journal.

You must have the following:

3 Elementary Education Resources

3 Early Childhood Resources or Secondary resources, depending on your area of choice for teaching

3 Special Education Resources

For each source you must list the source, the URL if it is a web site and other identifying information, such as in a bibliography. If you use web sites, be sure to include a hard copy of the web site. If you choose a book or a journal, be sure to include a photocopy of the front of the book/journal *and* the title page.

(See Chart 2.3 on p.60 in the text for the list of professional organizations.)

The **Summary of Observations** students should write a one-page summary of the 5 completed observations. This summary will analyze what the student learned from the observations and how they can apply it to their classrooms.

The **Field Experience** section should include all Interviews, Observations AND the Education Time Card (Filled out with the site information and the signatures of the people interviewed/observed. NOTE: There is a **minimum** of 10 hours of field experience required for this course. There will be extra credit applied for hours over the minimum.) Be sure to scan your time card and save it in an electronic version for your future electronic portfolio.