

# Professional Portfolio Requirements

Revised Spring 2015

## What you will need:

- 3-ring binder
- 7 dividers...one for each section of your portfolio

## Directions:

- Provide a Table of Content
- Label the dividers for each section as underlined
- Provide documentation for each section in professional and organized manner

## **Section I: Personal and Professional Information**

1. Resume
2. Photograph (optional)
3. Personal Philosophy of Teaching
4. Additional personal and/or professional information of your choice  
{OR submit address of cpsb E3 project}

## **Section II: Teacher as Lifelong Learner: Reflection on the Burton College of Education Conceptual Framework**

1. Professionalism
2. Diversity
3. Collaboration
4. Reflection

*This reflection piece should clearly integrate the Conceptual Framework (CF) principles of professionalism, diversity, collaboration & reflection to **Teacher as Life-long Learner** and include goals for continued learning. It should also include well developed connections regarding the student teaching experience to all parts of CF.*

## **Section III: Planning**

1. Lesson plans (Technology)
2. *A summary paper of how technology is integrated in your instruction; describe student's integration and use of technology; personal use of technology; school-wide use of technology. Include the pros and cons of technology use.*

## **Section IV: Management**

1. Description of classroom management plan/routines
2. Copy of daily schedule
3. *Reflection: Describe in a few paragraphs what you currently believe will be the classroom management plan and the discipline strategies you will use in your own classroom. Why do you believe these techniques will be effective?*

## **Section V: Instruction (include all items available at time of submission)**

1. University Supervisor Lesson Evaluations
2. Cooperating Teacher Lesson Evaluations
3. Midterm and Final Evaluations
4. Snap-Shots

## **Section VI: Professional Development**

1. Honors/Awards/Certificates of attendance at professional activities/training
2. Evidence of membership in professional organization or information about a professional organization
3. Other evidence/artifacts of your choice of professional development

## **Section VII: Student Learning** Teacher Candidate Work Sample (TCWS)

### **"How do you impact student learning?"**

1. Teacher Candidate Information Sheet
2. The Learning Environment
3. Description of Unit Plan
4. Assessment Plan
5. Analyzing the Results and Impact on P-12 Student Learning Form print-out
6. Reflection on Impact of Instruction
7. Communicating and Follow-Up
8. Unit Plan
9. Other evidence/artifacts of your choice