

Professional Portfolio – Digital Copy

Directions for Professional Portfolio Flash Drive Copy:

- Complete label with (1) Name (last name first), (2) Major, (3) Semester and year (Spring 2011)
- Copy the documents listed below. Create a folder for each section. Name the folder as per the section name. Example:

Folder name: Section I: Smith, John. Personal and Professional Information Documents in this folder: resume, philosophy of teaching, items from E3 etc.

Folder Name

Section I: Last Name, First Name. Personal and Professional Information

Document(s) to include:

- Resume
- Photograph (optional)
- Personal Philosophy of Teaching
- Additional personal and/or professional information of your choice (items from E3)

Folder Name

Section II: Last Name, First Name. Teacher as Lifelong Learner

Document(s) to include:

- Assigned reflection on the conceptual framework

Folder Name

Section III: Last Name, First Name. Planning

Document(s) to include:

- 1 technology-rich lesson plan (CCCSS Aligned Lesson Plan format)
- Assigned reflection

Folder Name

Section IV: Last Name, First Name. Management

Document(s) to include:

- Assigned reflection

Folder Name

Section V: Last Name, First Name. Instruction (include all items available at time of submission)

Document(s) to include:

- Minimum of 4 lesson plans evaluated by university supervisor
- Minimum of 4 lesson plans evaluated by cooperating teacher

Folder Name

Section VI: Last Name, First Name. Professional Development

Document(s) to include:

- List of Honors/Awards/Certificates of attendance at professional activities/training; include dates (MSU, school level, district level etc)

Folder Name

Section VII: Last Name, First Name. Teacher Candidate Work Sample (TCWS)

Document(s) to include:

- All parts of TCWS
- Unit Plan (Minimum of 5 days)