

Handout #10

Detailed Professional Portfolio Description

OK, let's review where we're at with regards to your Web Site project (You can check the website of Michelle Kozar at http://www.geocities.com/michelle_l_kozar if any of what follows is confusing to you.

- You have your **Web home page** in good shape.
- You have the **Navigation Bar** successfully linking to your resume, portfolio, cms, links, and roots web pages.
- You have put together a **well laid out resume** (resume.doc), converted it to a PDF file, and uploaded it to your File Manager as a .pdf file (**resume.pdf**).
- You have completed your **links.htm**, **roots.htm**, **scavengerhunt.htm** and **portfolio.htm** pages, and uploaded them to your File Manager.
- You have created the 11 dummy web pages that are hyperlinked from your **Professional Portfolio's Table of Contents**.

That should be **17 files** that you have uploaded to your File Manager, not including image files that go with your theme and the picture that's on your home page.

Here now is a description of the contents for the dummy web pages that will make up your Professional Portfolio:

- **Page 1 Credentials (credentials.htm)**, will have links to **7 pages** containing different aspects of your **Credentials**. The menu on the Credentials page will be as follows:
 - **Resume (resume.pdf)**—no need for a new page since you already have this uploaded to your File Manager.
 - **References (references.htm)**—(in the references.htm page, include at least 3 names and addresses of people who you think would speak well for you if they were asked for a reference—make up the data if you don't have anyone in mind yet, though normally you would need to get permission from your references to use their name).
 - **Recommendations (recommendations.htm)**—a page which will include any recommendation letters you may have received—this can be a **dummy page** for now.
 - **PRAXIS results (praxis.htm)**—a page which will include your PRAXIS results which will include the outcomes of whatever PRAXIS tests you've taken to date—you only need include actual scores if you think they are good enough.
 - **Final College Transcript (transcript.htm)**—a page which will include a scanned copy of your Final College Transcript (**transcript.htm**) with your SSN blocked out—this can be a **dummy page** for now if you have not yet graduated.
 - **Teaching Certificate (certificate.htm)**—a page which will include a scanned copy of your teaching certificate—this can be a **dummy page** for now if you are not yet certified.
 - **Awards or Honors (awards.htm)**—a page which will include documentation of any academic awards or honors you may have won—can be a **dummy page** for now, though it would be nice if you do have awards or honors to brag about.
- **Page 2 Teaching Philosophy (philosophy.htm)** will contain a brief statement of your Teaching Philosophy including a written statement of your own beliefs about teaching and learning, **PLUS** reference to **at least one educational theorist/expert** who has influenced your philosophy.
- **Page 3 Lesson Plans (lessonplans.htm)** will have links to **at least the three (3) lesson plans** you have created for any of your Methods classes. These lesson plans (saved with **no spaces in the filename, remember**) will need to be converted into .pdf format (as you did for your resume) before being uploaded to your File Manager. Check **handout #5** if you can't remember how to convert a file to pdf format. For the final version of your professional portfolio (required for graduation) you will need to include six lesson plans that you will have implemented in student teaching, including corresponding relevant materials used for each lesson. These lesson plans should be:
 - ✓ Typed in UPJ Education Division format
 - ✓ Reference PA Academic Standards
 - ✓ Represent a variety of lessons by grade level (at least *two* different grade levels, if applicable)
 - ✓ Represent a variety of lessons by instructional strategy* *including at least four of the following:*

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- ✓ Technology integration
 - ✓ Cooperative Learning or Groupwork
 - ✓ Discovery, Inquiry-based, Critical Thinking, or Problem-Solving
 - ✓ Directed Teaching/Instruction
 - ✓ Cross-Curricular Integration, Interdisciplinary, or Reading/Writing Integration
 - ✓ Manipulative usage or Hands-on Activity
 - ✓ Corresponding relevant materials used in each lesson
 - ✓ e.g., Teacher-created worksheets, designed handouts, visual aids, transparencies, PowerPoint slides, study guides, etc.
- **Page 4 Assessments, Formal and Informal (assessments.htm)** will contain links to **3 pages** describing Assessments, Formal and Informal (designed and implemented during student teaching), as follows:
 - **Exams, quizzes, and/or assignments (exams.htm)**—include either a link to the **EasyTestMaker quiz** or a **copy of the quiz** you created using EasyTestMaker, which you created for the *PowerPoint* Learning Module project.
 - **Rubrics and/or checklists (rubrics.htm)**—include a link to the rubrics you created for your short *PowerPoint* presentation and your *PowerPoint* learning module.
 - **Alternative Assessments (alternativeassessments.htm)**—e.g., projects, presentations, journal writings—a **dummy page** for now.
 - **Page 5 Sample Student Work (samples.htm)** will have a link or links to a **page or pages** which will contain Sample Student Work with students' names deleted—photocopies are acceptable—just the **one page** (gradedwork.htm) for now.
 - **Graded papers, assignments, projects, research papers (gradedwork.htm)**
 - **Page 6 Special Needs Accommodations (specialneeds.htm)** will have links to **2 pages** describing **Special Needs Accommodations** that you have created and/or included in a lesson. These will include:
 - **Curricular materials** created or adapted, and utilized for lessons (**curriculummaterials.htm**)—a **dummy page** for now.
 - **Special Needs Project(s)** completed during coursework at UPJ (**specialneedsprojects.htm**)—a **dummy page** for now.
 - **Page 7 Photographs/Digital Pictures (photos.htm)** will contain photographs of objects or situations such as (optional for now):
 - ✓ Bulletin Boards and Visual Aids
 - ✓ Special projects
 - ✓ A classroom environment
 - ✓ Teacher and students working in various teaching/learning settings
 - ✓ Groups of students
 - **Page 8 Other Teaching Artifacts (artifacts.htm)** will contain links to **4 pages** describing Other Teaching Artifacts, such as:
 - **Classroom Management and Motivation plans (classmanagement.htm)**—a **dummy page** for now.
 - **Course Syllabi (Secondary Ed only) (syllabi.htm)**—a **dummy page** for now.
 - **Home/School Contact, Letters, or Newsletters (letters.htm)**—a **dummy page** for now.
 - **Family/Community involvement (involvement.htm)**—a **dummy page** for now.
 - **Page 9 Other Relevant Materials from Student Teaching (relevantmaterials.htm)** will contain links to **5 pages** describing other relevant materials from student teaching, including:
 - **Evidence of participation in extra-curricular, school activities, or committee work (participation.htm)**—a **dummy page** for now.
 - **Observational reports from UPJ Supervisor (observationalreports.htm)**—a **dummy page** for now.
 - **Critiques and Feedback from Cooperating Teacher (critiques.htm)**—a **dummy page** for now.
 - **Self-critiques/reflections on teaching performance (reflections.htm)**—a **dummy page** for now.

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- **Observation reactions from attendance at school-related functions (observationalreactions.htm)** i.e., School Board, PTA/PTO meetings (*as assigned in EI Ed/Sec Ed 1195*)—a dummy page for now.
- **Page 10 Other Relevant UPJ Coursework Materials (coursework.htm)** will contain other relevant coursework materials, such as:
 - Unit Plan(s) (**unitplans.htm**)—this is optionally a dummy page for now, but you might want to convert one of your unit plans to a pdf file and upload it to your File Manager.
 - **Instructional Technology (IT) projects (IT.htm)**—put a link to your **Scavenger Hunt (scavengerhunt.htm)** from this page and a link to the **Inspiration Concept Map** that you created for your *PowerPoint* Learning Module.
 - Sample Journals from Directed Tutoring/Practicum courses (**journals.htm**)—a dummy page for now
 - Samples of work from Field Practicum experiences (**fieldpracticumsamples.htm**)—a dummy page for now
 - Checklist of classroom work accomplished during field practicum experiences (**checklist.htm**)—a dummy page for now
 - Evaluations from cooperating teachers during field experiences (**cooperatingteacherevals.htm**)—a dummy page for now.
- **Page 11 Evidence of Professional Involvement in the Field of Education (professional.htm)** will eventually contain Evidence of Professional Involvement in the Field of Education.
 - ✓ Memberships in professional organizations
 - ✓ Attendance at professional development conferences or workshops
 - ✓ Participation in service projects relating to the field of education
 - ✓ Work Experiences relating to the field of education
 - ✓ Coaching Experience, Community/Volunteer Work, Log of Professional Readings

The web pages in your Professional Portfolio for which you need to provide content are as follows:

references.htm (include at least 3 names and addresses of people who you think would speak well for you if they were asked for a reference—make up the data if you like)

praxis.htm (include any PRAXIS tests you've passed; no need to include scores if not good)

awards.htm (Dean's List? etc., etc.—optional)

philosophy.htm (Write your teaching philosophy here—written statement of your own beliefs about teaching and learning, PLUS reference to any educational theorists/experts that have influenced your philosophy)

lessonplans.htm (three lesson plans—make sure the Word filename for each one has no spaces in it; then convert each lesson plan to a .pdf file and upload to your file manager)

rubrics.htm (include the one you'll have created for the PowerPoint project and any others you want to include)

IT.htm—Put a link to your Scavenger Hunt here