

**Saint Mary-of-the-Woods College (SMWC)**  
**Education Department**  
**ED 450 Seminar in Teaching**

*Submission of Professional Portfolio in Electronic Format*

Introduction

The capstone experiences in the SMWC Teacher Education programs are student teaching and submission of your professional portfolio. Successful review of your portfolio is required for you to attain a passing grade in ED 450 Seminar in Teaching. You have been working on your portfolio since the beginning of your program and it is now time for you to showcase your skills. Your portfolio will be submitted in an electronic format. NO paper portfolios will be accepted.

Purpose of the Portfolio

You prepare the portfolio for YOU. The preparation process helps you review the body of work that you have completed. This is important both for you to take stock of your accomplishments as well as to help you prepare for your job search. Principals who are members of the Education Department's Teacher Education Advisory Committee tell us that while they may not review candidates' portfolios, they do find value in the Department's requirement to complete one. These principals indicate that reviewing your work enables you to prepare for interview questions about planning, discipline, classroom management, and other essential skills.

The portfolio also is a way for the Department to demonstrate to you, to other stakeholders, and to ourselves that we maintain quality programs that meet the appropriate standards.

Process

You will submit your portfolio using a CD or other portable electronic device. You should have documents saved on your hard drive, disc, or thumb drive. The appropriate documents can be copied onto the CD or other portable electronic device. Your documents/artifacts can be Word documents, Power Point Presentations, Excel spreadsheets, etc. Some of your artifacts may include pictures. The software that you should use to prepare your documents is the Microsoft Office™ suite.

Once you have placed your documents on the CD or other electronic device, you will send it U.S. Mail to the Education Department C/O Sherrie Cheesman, Hulman Hall, Saint Mary-of-the-Woods College, Saint Mary of the Woods, IN 47876. Before you mail your electronic portfolio, make a copy for yourself.

Another option for completing your electronic portfolio is to create your own web page. If you do this, you may email the URL to the Education Department/scheesman@smwc.edu.

## Required Components

You MUST include the following:

- ✓ Table of Contents
- ✓ Resumé
- ✓ Philosophy statement
- ✓ ONE artifact with rationale for each EDPG (EDPG 1-11) [\*Note: only one artifact for each EDPG will be scored.]

Your Table of Contents must be clear to a reader new to your portfolio to enable the reader to move easily from one document/artifact to another. The Table of Contents also helps the reader locate specific pieces easily. Add hyperlinks to the Table of Contents and your documents to facilitate easy movement among the artifacts. Directions for inserting hyperlinks are included below.

Your file names should be clear and straightforward. The file names should be as follows:

 Table of Contents	 EDPG 5
 Resumé	 EDPG 6
 Educational Philosophy Statement	 EDPG 7
 EDPG 1	 EDPG 8
 EDPG 2	 EDPG 9
 EDPG 3	 EDPG 10
 EDPG 4	 EDPG 11

## Rationale Statements

Each EDPG file should begin with one page that states the EDPG at the top of the page and is followed by the rationale statement. Your rationale statement should be one to two paragraphs that indicates how the artifact demonstrates your competence with the EDPG. Be sure that there is a direct link between your rationale and the stated EDPG.

A good guide for you to use is the portfolio book that you purchased early in your program. The citation for the book is as follows: Campbell, D.M., Cignetti, P.B., Melenzyer, B.J., Nettles, D.H., & Wyman, Jr., R.M. (2007). *How to Develop a Professional Portfolio: A Manual for Teachers*. Fourth Edition. Pearson/Allyn and Bacon. ISBN: 0-20549100-6.

This page will be followed by the artifact for that EDPG. The artifact should begin on a new page. The complete artifact should be included in this one file. The artifact may have multiple pages or may be a power point which is fine but should be located in the file with the rationale statement.

## EDPG 8: Impact on Student Learning

To demonstrate your competence in this EDPG, complete an “Impact on Student Learning” project. You may do this in several ways. One suggestion is to select a lesson or unit that you will be teaching. Construct a simple pre-test related to the lesson/unit content. Administer to the class. Teach your lesson/unit. Administer a post-test that is the same or similar to the pre-test. Indicate the degree of change graphically. You could present your data in a table or graph.

Your artifact would include the following: pre-test, lesson/unit plans, post-test, graph of scores, short summary/discussion of your results.

Remember that confidentiality must be maintained. The students should be indicated only with initials or first names. No complete names should be included. (This is true for all of your artifacts.)

## Proofreading

This is your *professional* portfolio and is a reflection of *you*. The portfolio should be neatly done and *error free*. Have someone else read your artifacts. All of us read our own mistakes. Ask someone you know who has good written and oral communication skills. An error free portfolio may be the difference between Pass and High Pass. You should use standard English. In addition, check and correct the following:

- ✍ Typos
- ✍ Misspelled words
- ✍ Grammar errors
- ✍ Subject/pronoun agreement
- ✍ Subject/verb agreement
- ✍ Dangling prepositions

Use tools to help you edit your final product. Use a good dictionary, thesaurus, and style book. You were required to purchase a style book at the beginning of your program. The citation for the style book currently used at SMWC is as follows: Glenn, C., Miller, R.K., Webb, S.S., Gray, L. (2005). *The Writer's Harbrace Handbook*. Second Edition. Thomson/Wadsworth. ISBN: 1-4130-0236-6.

You may use other recognized style books such as *The Chicago Manual of Style*, *The Bedford Handbook*, etc. The key is to become “friends” with your style book. It is an invaluable resource.

## Other Resources

As you are working to complete the portfolio, ask questions. Your College Supervisors, Cooperating Teachers, and other Teacher Candidates can answer questions and look at an artifact for you.

In addition, you may want to refer to a form titled *Proficient Portfolio Checklist*. This form includes the rubric used to score the portfolios as well as ideas for possible artifacts for each EDPG. These are suggestions; you may select another artifact for the EDPG but these will provide starter ideas. To access this form, go to the SMWC website ([www.smwc.edu](http://www.smwc.edu)). From here, click on Academics, located on the top button bar. Click on Distance-based undergraduate programs. Click on Education majors. Click on Policies and form downloads (located under the heading More Information). Click on Proficient Portfolio Checklist.

One note: recommendation letters and student teaching evaluations are NOT required to be included in your portfolio.

### Grading

Each portfolio is scored independently by two faculty members. These faculty members will not be your Academic Advisor or your College Supervisor. The faculty members score these portfolios very carefully and provide the best feedback that they can. You will receive the feedback. Your score will be High Pass, Pass, or Not Pass.

Failure to submit the portfolio will reduce your seminar grade. Receiving a score of Not Pass will reduce your seminar grade.

### Inserting Hyperlinks

At the point in the document where you want to insert the hyperlink:

-  Click the hyperlink icon found in the “Insert” tab
-  In the “Text to Display” box, indicate your filename (example: “EDPG 1”)
-  In the “Address” box, type the address of the document (example: “E:\eportfolio\edpg1.doc”)

Good luck! We are excited to read your portfolios.