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, assessment, discipline, classroom environments, 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

The Department will provide each teacher candidate with a mailer for submitting CDs. You should have documents saved on your hard drive, a disc, or thumb drive. The appropriate documents can be copied onto the CD. Your documents/artifacts can be Word documents, Power Point Presentations, Excel spreadsheets; you may have a combination of these. 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, you will return it to the Education Department in the mailer provided. Before you mail the CD, make a copy for yourself.

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

<u>Required Components</u>

You MUST include the following:

✓ Table of Contents

✓ Resumé

✓ Philosophy statement (artifact for EDPG 9)

✓ 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 6 (TWS)

✐ Resumé   ✐ EDPG 7

✐ EDPG 1   ✐ EDPG 8

✐ EDPG 2   ✐ EDPG 9 (Philosophy Statement)

✐ EDPG 3   ✐ EDPG10

✐ EDPG 4   ✐ EDPG 11

✐ EDPG 5

<u>Rationale Statements</u>

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 indicate *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., Melenyzer, B.J., Nettles, D.H., & Wyman, Jr., R.M. *How to Develop a Professional Portfolio: A Manual for Teachers*. Pearson/Allyn and Bacon. Use the latest edition (or the one you purchased previously).

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 6: Assessment

        To demonstrate your competence in this EDPG, you are required to demonstrate your impact on student learning. The REQUIRED artifact for this EDPG is the Teacher Work Sample (TWS).

        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.)

EDPG 9: Professional Learning and Ethical Practice

        To demonstrate your competence in this EDPG, the REQUIRED artifact for this EDPG is the philosophy statement.

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 to proofread for you. 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.

Nomenclature

        When you specify the College, use *Saint Mary-of-the-Woods* and when the village, use *Saint Mary of the Woods*. Do not abbreviate the word "Saint."

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 <u>ideas</u> 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). 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."

Note: recommendation letters and student teaching evaluations are NOT required to be included in your portfolio. Keep these for your job search.

<u>Scoring</u>

Each portfolio is scored independently by two faculty members. These faculty members will not be your Academic Advisor or your College Supervisor(s). The faculty members score these portfolios carefully and provide the best feedback that they can. You will receive copies of the completed rubrics with 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.

<u>Inserting Hyperlinks</u>
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")

<u>Web-based portfolio</u>
Students may choose to submit web-based portfolios. Use a site that does not cost – you should not pay to create a web-based portfolio. Web sites that may be used (this is information only and should not be construed as endorsement or requirement) include the following:
www.shutterfly.com/sites/create
http://sites.google.com/site
www.webs.com

Good luck! We are excited to read your portfolios.