

Professional Portfolio Guidelines

English Education

You will create and share a teaching portfolio that reflects your professional growth over your three years in the IB/M program. The resulting document will serve as your comprehensive exam for the Master's degree. I (Dr. Glenn) will be the primary evaluator.

During the first two years of the program, your goal is to collect potential artifacts that might ultimately be included in the portfolio. As you enter the final year of the program, we'll get serious about culling, organizing, and reflecting upon the artifacts that you have collected. The professional portfolio will help you prepare for job interviews and allow you to showcase your individual strengths during the interviews themselves.

Assessment of the portfolio will be recursive in nature. You will submit a best draft version of your portfolio in the early weeks of your final semester in the program. During the weeks following, we will discuss your product and potential revisions relative to the first iteration of the portfolio. You will then have the opportunity to revise until we deem the work as meeting our shared goals for satisfaction.

As you consider and craft your portfolio, please keep in mind that the criteria listed below must be met to earn a passing grade.

1) The portfolio must contain each of the following elements:

a) Philosophy statements (**approximately one double-spaced page each**) that reflect critical awareness of current theoretical understandings and suggest implications for classroom practice related to

- Advocating for the value of English as a discipline
- Teaching literature
- Teaching writing and language (grammar, punctuation, spelling, dialect, etc.)
- Creating and managing a culturally responsive classroom
- Differentiating instruction
- Assessing student learning
- Infusing technology

b) An array of artifacts (2-3 for each statement above) in the form of lesson plans, project and/or activity descriptions, assignments, assessments, student work, photographs, etc. that reflect clear alignment with the ideas espoused in the philosophy statements, thus demonstrating the successful transition from theory into practice.

c) A section that highlights the Master's Year (internship description and 2-3 related artifacts and your inquiry project abstract).

d) A section containing professional materials, including but not limited to your resume, transcripts, letters of recommendation, student teaching evaluations, and professional development activities (conference presentations, etc.), where available and appropriate.

2) The portfolio must be visually appealing and easy to navigate.

a) The portfolio should be contained in a three-ring binder with a 1-inch binding. This will give you ample space for materials and allow for easy page turning.

b) The portfolio should utilize color, images, section dividers, etc. to a) show commitment to a quality product and b) make it easy for you to navigate without difficulty under tight time constraints in an interview setting.

*As you undertake this endeavor,
please don't hesitate to let me know of any questions that arise.*