

Professional Teaching Portfolios Mary Truxaw's Advisees

Your professional teaching portfolio should reflect your beliefs and showcase your practices, demonstrating an alignment between the two. It should highlight your growth over your three years in the IB/M program and demonstrate that you are ready to teach professionally. Due to the individual nature of the portfolio, don't stress about following a particular format. Remember, however, that organization and visual appeal matter. You may develop a physical portfolio (e.g., binder) or a virtual portfolio. The resulting portfolio will have two main purposes:

- 1) It will serve as part of your "comprehensive exam" for your master's year (along with your inquiry project).
- 2) It will be a valuable resource during the process of applying and interviewing for teaching positions.

Required components:

1. **Resume** – There will be a resume workshop offered by Neag. Additionally, seek input from different people about possible format, content, proofreading, etc. In the end, of course, you need to decide how to represent yourself.
2. **Evidence of academic background/content knowledge** – for example:
 - Transcripts
 - Documentation of appropriate licensure tests (e.g., Praxis II, Foundations of Reading Exam, edTPA)
3. **Evidence of professional experience/competence** – for example:
 - Student teaching evaluation
 - Master's internship evaluation
4. **Representation of your lesson planning.** These lesson plans should show your ideas in action (ideally, representing all of the main content areas that you will be teaching as an elementary school teacher). They may come from methods classes, student teaching, internship, or elsewhere.
5. **Philosophy of Teaching and Learning** (1-page or less) – This document should highlight your core beliefs about your teaching and student learning.
6. **Statements** (1-page or less each) – These statements should reflect your philosophy, a critical awareness of current professional and theoretical understandings, and implications for classroom practice. Write at least three statements. Below are possible topics, but you should choose ones that are meaningful to you.
 - Elementary Reading/Language Arts/Writing
 - Elementary Mathematics
 - Elementary Science
 - Elementary Social Studies
 - Social/Emotional Learning
 - Assessment (and its relationship to teaching and learning).
 - Technology/Virtual Learning
 - Classroom management/Fostering a Positive & Productive Learning Environment
 - Family Involvement
 - Community Involvement
 - Equity/Social Justice Issues
 - Cultural and Linguistic Diversity
 - Meeting the needs of diverse learners (and your role in inspiring their learning)

Optional Components: In addition to the required components, your portfolio should include a variety of other items and artifacts that reflect your beliefs and showcase your practices at their best. Consider including some of the following items:

- A Table of Contents (to help you and others find things—it doesn't need to include page numbers, just the order of categories)
- Copies of professional letters of recommendation
- Projects, assignments, etc. that show your ideas in action
- Student work (perhaps with your evaluative comments)
- Notes, evaluations, and/or letters of recommendation from students
- Photos of students at work (recalling that you need to be careful about confidentiality), projects, bulletin boards, etc.
- Master's year internship and inquiry project (a summary—not the entire inquiry project)
- Evidence of work with parents and families
- Evidence of participation in professional development or educational conferences
- Examples of your own writing
- Reflection on your strengths and areas for improvement, progress, etc.

