Packet for
Teacher Education Program Portfolio
Eastern Kentucky University
Revised 1-4-00
INTRODUCTION

The items in this packet are designed to help students prepare the Teacher Education Program Portfolio throughout the program.

From time to time, items from this packet may be revised. Dates of preparation/revision will appear in the lower right corner of each page. It is the joint responsibility of the student and the instructor to use the most current edition of the form for preparing portfolio entries for a particular class. The Office of Student Services of the College of Education will keep updated copies of the portfolio in the office 423 of the Bert Combs Building and in the College of Education computer labs, Combs 433 and Wallace 329.

Note: Please use the mouse or the arrow keys to navigate the cursor to a particular place in the portfolio format.

*It is the student’s responsibility to use the most current edition available when making an interview presentation.
TEACHER EDUCATION PROGRAM PORTFOLIO GUIDE SHEET

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• Cover sheet for a three-ring binder
• Teacher Education Program Portfolio Title Page
• Teacher Education Program Portfolio Table of Contents
• Letter of Presentation
• Teacher Education Program Portfolio at a Glance
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• Teacher Education Program Portfolio Review Evaluation Form
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• Portfolio Checklist for Admission Interview.

*Note: Portfolio entry dividers (1-10) are to be purchased separately.
Portfolio Terminology
Teacher Education
Eastern Kentucky University

A portfolio is a collection of materials that includes the student’s best work demonstrating knowledge, understanding, and experiences. The Kentucky New Teacher Standards approved by the Education Professional Standards Board serve as the basic guideline for the development of portfolios for the preservice teacher. Several types of portfolios are developed in the teaching profession. The Working Portfolio and the Teacher Education Program Portfolio will receive primary focus during the teacher preparation program.

Working Portfolio--a collection of materials developed throughout the preparation program. The Working Portfolio evolves from course work/field experiences, etc. Faculty members are responsible for developing tasks and assignments directly related to the New Teacher Standards. Students are responsible for developing, selecting, and organizing quality entries.

Teacher Education Program Portfolio--a collection of entries scored by an instructor selected from the Working Portfolio to illustrate the “best work” of the teacher candidate for each of the New Teacher Standards. Each of the entries should include the context for the entry and an explanation of how it addresses the New Teacher Standards. The Teacher Education Program Portfolio will be evaluated at three checkpoints during the teacher preparation program: 1) Interview for admission to teacher education, 2) Interview for admission to student teaching, and 3) Program exit interview during student teaching.

Professional Portfolio--a collection of entries selected to illustrate the “best work” of the teacher or teacher candidate. The professional portfolio is appropriate for job interviews. Teacher candidates may request suggestions for refinement in preparing the professional portfolio as they are exiting the teacher preparation program and preparing for job searches.
TEACHER EDUCATION PROGRAM PORTFOLIO INSTRUCTIONS

General Procedures

- As you progress through all university classes, select and save the best items from your course work scored by an instructor that document your knowledge and teaching skills, especially those related to New Teacher Standards 1-9.
- Include entries from education classes that were scored as performance tasks.
- Include appropriate items from your general education and content-area courses which have been evaluated by the instructor under Personal Entry or Standard VIII Knowledge of Content.
- You may apply the same entry to more than one standard, but you must be sure to identify the specific criteria from each standard that applies.
- Include the context from which each entry was created as well as when it was developed and/or revised. (This will help readers who may not be familiar with an EKU prefix and course number.)
- You may revise an entry after it is scored by an instructor. Any revision should be so noted. Both original and revisions should be included.
- **Conclude each entry with a short reflective note.**
- You will prepare your TEACHER EDUCATION PROGRAM PORTFOLIO for review for three interviews: (1) Admission to Teacher Education, (2) Admission to Student Teaching, and (3) Program Exit during student teaching.
- Prepare a separate **letter of presentation** each time the portfolio is to be reviewed. Address the letter to the review committee. **Describe briefly what you hope the portfolio will tell the reviewers about you.**

**NOTE:** An unsatisfactory portfolio must be revised and will require another interview. Students are restricted to two interviews at each level.

Teacher Education Admission Portfolio

- You must submit your TEACHER EDUCATION PROGRAM PORTFOLIO for a teacher education application review during your Admission to Teacher Education interview.
- Assemble your portfolio in a three-ring binder with a front outside clear plastic pocket using the format listed in the Table of Contents and following the directions in the TEACHER EDUCATION PROGRAM PORTFOLIO packet.

Preparing the Portfolio

- Prepare the Cover Sheet and Title Page neatly and completely using typewriter or computer.
- Sign and date the Authorship Form on the appropriate line just prior to each interview.
- Include a revised draft of your Resume and Philosophy of Education.
- Include in your portfolio at least one entry from EDF 102 and 203 for review during your Teacher Education Admission Interview. Typically these entries include the Professional Development Plan and the Service Learning Project.
- **Each entry should be followed by a page with at least a one paragraph reflection on why you included this entry.**
- All work must be grammatically correct and prepared on a computer. Limit responses to the one page provided for the following: Title Page, Letter of Presentation, Philosophy, and Reflection.
Student Teaching Admission Portfolio

- You will submit your TEACHER EDUCATION PROGRAM PORTFOLIO for student teaching application review during your interview for student teaching.
- For this review, you should select items that cover many criteria of the New Teacher Standards.
- You will select from your Working Portfolio one item that best represents each standard and place it in the appropriate standard section of your portfolio. (Write a brief reflection for each entry.)
- You may select or prepare one other item as a Personal Entry and place it in the appropriate section of the portfolio.
- You may use the same entry for more than one standard and for more than one criteria in a standard. These standards and criteria should be cross-referenced.
- Revise your Resume and Philosophy of Education as needed.
- List each item, neatly typed and complete, on the Table of Contents and the At A Glance pages.
- When the portfolio is complete, write a Reflection. Use the guide questions at the end of these instructions in preparing your reflection.
- Sign and date the authorship form again.

Program Exit Portfolio

- You will submit your TEACHER EDUCATION PROGRAM PORTFOLIO for a Program Exit review during student teaching.
- For this meeting with your Cooperating Teacher(s) and University Supervisor, you will select items that address all nine New Teacher Standards and as many criteria as possible.
- You may use the same entry for more than one standard and for more than one criterion in a standard. The standards and criteria should be cross-referenced.
- Revise your Resume and Philosophy of Education as needed.
- List each item on the Table of Contents and the At a Glance page.
- When your TEACHER EDUCATION PROGRAM PORTFOLIO is complete, write your Reflection using the guide questions.
- Sign and date the authorship again.

Personal Entry Instructions

In any portfolio, a student may include a personal entry selected from a course or other experience which has been evaluated. This entry represents something to which the student wants to call special attention, i.e. trips, service projects, awards, work experience. The item must be identified as a “Personal Entry” and placed in the designated section of the portfolio.
Reflection Page Instruction

Write a reflection on the page provided. Consider addressing the following questions in your reflection:

• How have I grown as a result of this portfolio process?

• How do the entries in my portfolio reflect what I have learned during my program?

• How could I improve my portfolio?

These guide questions are only a few of those possible and not required items for discussion.

Resume

Use the Resume Builder available under the Web Resume System at the EKU Career Services Website. You can start at the EKU Homepage, choose the University Services link, then choose the Career Services link and choose Resume Builder. At this point you will find easy to use, step-by-step instructions to guide you through the development of a professional resume. If you need further assistance, the staff at Career Services (606-622-1568), located in Jones 319 will meet with you to offer additional advice for the development of your resume.