

Portfolio Organization and Grading

Organize Your Portfolio

1. Your portfolio must be contained in a binder and on a CD-ROM (TBA in class).
2. Sections should be separated by dividers, tabbed, and labeled. A sheet protector should be used for the letter from the teacher
3. All text must be typed.
4. Photos, drawings, computer-generated artwork, graphs, and charts will enhance the overall quality of your portfolio as well as demonstrate individual effort, creativity, and use of technology.
5. Sections are due on the date established in your course outline.

Please remember that

Your portfolio is an on-going reflective process that should document professional progress throughout this course and your internship year. Compiling a portfolio will enable you to:

- recognize and analyze your areas of strength as well as areas where growth may be needed;
- gain insight into using portfolio assessment with your own students;
- provide additional data by which the Teacher Certification Program may assess your professional growth and application of state teacher proficiencies: and
- provide a cumulative record that may be used when seeking employment as a public school teacher.

A grading rubric is a scoring guide designed to evaluate performance. Points will be cumulated for a final possible grade of **164**. If the score you receive on any activity is low, you may add details to raise your total grade. Points will not be earned for incorrect grammar usage, incorrect spelling, and/or poor organization. Punctuality points will only be given for sections turned in on time. The passing grade for the total portfolio is **135** points. The seven sections of your portfolio must be completed in order for you to pass this course successfully.

PRE-SERVICE CLASSROOM OBSERVATIONS
Observation Assignment
(Complete 10 of the 15 activities)

For each of the following experiences, you are to write at least two paragraphs — one that describes the experience (for example, what went on in a class that you observed) and a second paragraph that gives you professional reflection on the experience.

1. Professional Responsibility

- Attend a professional meeting (faculty meeting or meeting of a professional association)

2. Nature of the Learner

- Conduct a case study of one student, following that student for one day.
- Observe one lesson that focuses on developmentally appropriate instruction.
- Observe one lesson that focuses on a cultural application in the classroom.
- Observe the teaching of students with special learning needs.

3. Command of Subject Matter

- Observe a lesson that integrates more than one discipline.
- Observe a lesson that teaches for meaningful learning. Describe the techniques used by the teacher to promote meaningful learning.

4. Curriculum and Instruction Strategies

- Tutor an individual student on a topic that he/she is finding difficult.
- Observe a classroom that is focusing on active learning. Describe the techniques used by the teacher to promote active learning.
- Observe a variety of communication skills used by teachers. Compare and contrast some different communication skills.

5. Classroom Management

- Observe a lesson that is learner-centered. Describe the techniques used by the teacher to promote a learner-centered classroom.
- Observe a lesson that is structured with cooperative groups.
- Observe at least two different classroom/behavioral management techniques.

6. Technology

- Observe the use of at least two different technologies in the classroom.

7. Community and Parental Involvement

- Attend a PTA (Booster Club) activity OR interview a parent volunteer

Professional Responsibility

The teacher is responsible to several parties: parents, supervisors, community, students, colleagues, and to the profession collectively. The teacher recognizes the importance of professional ethics. The teacher takes into consideration cultural, gender, and socioeconomic differences. As an instructional leader, the teacher engages in an exchange of ideas with colleagues and the learning community through varied channels. As a reflective practitioner, the teacher collaborates with colleagues to set teacher accountability standards; knows the laws related to parents, teachers, and students; and is a model for continuous learning for the community.

Portfolio Products

Autobiography-Write a 1-2 page autobiography. Include a description of each of the following:

- _____ (1 point) Description of childhood
- _____ (1 point) Description of educational background
- _____ (1 point) Description of job/life experiences
- _____ (1 point) Description of personal interests
- _____ (1 point) Grammar/Spelling/Organization

Perspective on Teaching-Describe each of the following:

- _____ (2 points) An explanation of why you want to teach
- _____ (2 points) Your perception of the academic needs of your students-What students need to know and be able to do at the level you are hoping to teach or are already teaching.

- _____ (2 points) How you plan to address these needs
- _____ (1 point) General expectations about teaching. What do you expect your first year to be like?
- _____ (1 point) Grammar/Spelling/Organization

Professional Responsibilities-Write a one page review:

- _____ (2 points) Review an article on the professional responsibility of teachers.
- _____ (1 point) Grammar/Spelling/Organization

Punctuality

_____ (2 points) Turned in on time Due _____

Portfolio Professional Responsibility Score: _____/18

Nature of the Learner

The teacher aligns classroom expectations, climate, and instructional practices to accommodate and integrate the intellectual, physical, emotional, psychological, cultural, and social characteristics of diverse learners. As a facilitator of instructional goals, the teacher will model and encourage cooperative learning, independent thinking, and problem-solving skills for students to achieve their individual goals. The teacher should be sensitive to the diverse needs of learners by allowing students to construct and explore options in a safe and supportive environment conducive to developing positive attitudes towards learning.

Portfolio Products

Multiple Intelligences-Write a 1-2 page reflection paper stating the advantages of teaching through all eight intelligences. Include the following:

- _____ (2 points) Advantages clearly stated
- _____ (2 points) Examples cited and explained
- _____ (2 points) How you will implement their use in an instructional situation
- _____ (1 point) Grammar/Spelling/Organization

Planning for Multiple Levels-Write a plan to determine and accommodate the level of each student in the classroom. Include the following:

- _____ (2 points) How you will assess your students' current levels
- _____ (2 points) Accommodations you will make based on your observations
- _____ (1 point) Grammar/Spelling/Organization

Cooperative Learning-Design a lesson segment that requires small groups of students to collaborate to accomplish an objective. Include each of the following:

- _____ (2 points) Objective stated
- _____ (2 points) An academic outcome for the activity
- _____ (2 points) A method or procedure for resolving conflict
- _____ (1 point) Grammar/Spelling/Organization

Punctuality

- _____ (2 points) Turned in on time Due _____

Portfolio Nature of the Learner Score: _____ /21

Command of the Subject Matter

The teacher is a compelling communicator who demonstrates an understanding of the subject matter and guides learners to construct knowledge relevant to their own lives. Appreciating the dynamic nature of knowledge, the teacher selects and organizes topics to enable learners to recognize the central themes of the subject matter and patterns of thinking specific to the disciplines from a multiple perspective. By staying abreast of current knowledge and practice, the teacher ensures an environment that will assist the student in moving to a higher level of thinking and an increased understanding of the subject.

Portfolio Products

Strategies **Handbook**-Create a handbook of strategies for relating subject matter to real-world experiences of students. Provide examples.

- (2 points) At least 8 different ways
- (2 points) Examples
- (1 point) Sufficient detail
- (1 point) Grammar/Spelling/Organization

Connecting the Disciplines- Obtain a copy of the TEKS for the grade level you are/plan to teach. Choose objectives from at least two different content areas and explain how you could enhance this curriculum by making connections between this subject area and others.

- _____ (2 points) Copy of TEKS for grade level
- (2 points) Connections that students should make
- (2 points) Student learning outcomes
- (1 point) Grammar/Spelling/Organization

Student Motivation- Define intrinsic and extrinsic motivation, give examples of each, and show how each is best used. Be sure to mention positive and negative reinforcers as part of your discussion.

- (2 points) Intrinsic and extrinsic defined
- (2 points) Examples are given
- (2 points) How each is used in the classroom
- (2 points) Explanation of positive and negative reinforcers
- (1 point) Grammar/Spelling/Organization

Punctuality

- _____ (2 points) Turned in on time **Due** _____

Portfolio Command of Subject Matter Score: _____ /24

Curriculum and Instruction

The teacher analyzes, organizes, and implements developmentally appropriate curriculum and instruction. Together, learners and teachers take risks in trying out innovative ideas for learning. To facilitate learning, the teacher encourages various types of learners to shape their own learning through active engagement, manipulation, and examination of ideas and materials. Critical thinking, creativity, diverse experiences, and problem solving spark further learning. The teacher encourages the students to take responsibility for their learning, develop a sense of the importance of learning, and begin to understand themselves as learners. Through authentic assessment, the teacher responds to the needs of all learners while guiding them to develop personally meaningful forms of self-assessment. In addition, the teacher interprets, applies, and reports the results of the classroom, district, state and national assessments that measure the implementation of curriculum standards.

Portfolio Products

Higher Level Questioning-Select a topic and develop a sequence of five higher-level questions pertaining to that topic.

- _____ (2 points) Brief description of your topic
- _____ (2 points) Questions are at the analysis, synthesis, or evaluation level
- _____ (2 points) Questions are aligned with the stated objective
- _____ (1 point) Grammar/Spelling/Organization

Learner Centered Lesson Plans-Select an objective from the content area TEKS in which you will teach (or are teaching) and write a detailed lesson plan

- _____ (2 points) Objective clearly stated and "student friendly"
- _____ (2 points) Instruction and modeling
- _____ (2 points) Guided and independent practice
- _____ (2 points) Assessment of the learning
- _____ (1 point) Grammar/Spelling/Organization

Formal and Informal Assessment- Generate a formal and informal assessment for the lesson you created in the above activity.

- _____ (2 points) Formal assessment includes True/False, Multiple Choice, or Essay
- _____ (2 points) Description of an informal assessment
- _____ (2 points) Rubric designed to evaluate student performance
- _____ (1 point) Grammar/Spelling/Organization

Punctuality

- _____ (2 points) Turned in on time **Due** _____

Portfolio Curriculum and Instruction Score: _____/25

Classroom Management and Organization

The teacher is a leader and a team member of a learner-centered community in which an atmosphere of trust and openness produces a stimulation exchange of ideas, encouragement of risk-taking, and feeling of mutual respect. As a facilitator, the teacher helps students link ideas in the content area to familiar ideas, to prior experiences, and to relevant problems. As a manager, the teacher effectively acquires, allocates, and conserves resources. For students to work in a secure, predictable environment, the teacher plans and establishes a fair and workable classroom routine by encouraging self-directed learning and by modeling respectful behavior. As a result, learners work independently and cooperatively in a positive and stimulating learning environment in which they are self-disciplined and motivated.

Portfolio Products

Classroom Management-Summarize your school's discipline policy. Make a copy of the rules, rewards, and consequences you will use in your classroom. Describe how you establish and maintain appropriate behavior while creating an atmosphere of trust and mutual respect.

- (2 points) Summary of school's discipline policy
- (2 points) Copy of rules, rewards, and consequences
- (2 points) Description of how atmosphere established and maintained
- (2 points) Sufficient details
- (1 point) Grammar/Spelling/Organization

Classroom Organization- Illustrate your classroom arrangement. Explain why you chose to organize the room in this manner. Consider placement of student desks, activity centers, student's view, and student/teacher movement within the room. In one to two pages, describe how you handle important classroom routines and procedures (ex. Answering questions, leaving seats, distributing and collecting materials, sharpening pencils, restroom, lining up, dismissal, etc.).

- (2 points) Illustration of classroom arrangement
- (2 points) Written justification of classroom arrangement
- (2 points) Description of routines and procedures
- (2 points) Sufficient depth
- (1 point) Grammar/Spelling/Organization

Punctuality

_____ (2 points) Turned in on time Due _____

Portfolio Classroom Management and Organization Score: _____ /20

Technology

During the planning, delivery, and analysis of instruction, the teacher selects, applies, integrates, and evaluates the appropriate instructional and information technologies to promote student learning and higher order thinking. As a result, students are able to use a variety of technologies to explore ideas, pose questions, gather and disseminate information, and support one another in learning. The teacher actively seeks information on the application of emerging technologies from varied sources (e.g., journals, on-line databases, colleagues) to improve student learning. The teacher also uses technology to stimulate his or her own professional growth, facilitate communication, and enhance overall productivity.

Portfolio Products

Research Project-Describe a research project, using available technology in the classroom. Include the following:

- _____ (2 points) Theme (learning objective)
- _____ (2 points) Essential questions to be answered
- _____ (2 points) Developmentally appropriate internet sites
- _____ (2 points) Synthesis questions
- _____ (1 point) Grammar/Spelling/Organization

Article Summary- Summarize the article and show how the material is related to your present or future desired position.

- _____ (2 points) Article is to be related to the usage of technology within your content
- _____ (2 points) Sufficient detail(s)
- _____ (1 point) Grammar/Spelling/Organization

Technological Professional Development- Identify your professional development needs concerning your level of expertise and experience with technology. Create a plan that addresses those needs in the upcoming school year.

- _____ (2 points) Technology needs described
- _____ (2 points) Plan addressing those needs
- _____ (2 points) Sufficient detail
- _____ (1 point) Grammar/Spelling/Organization

Punctuality

- _____ (2 points) Turned in on time Due _____

Portfolio Technology Score: _____/23

Community and Parental Involvement

The teacher knows and uses community resources, social services, and laws relating to teacher responsibilities and student rights to support the needs of learners. The teacher functions as an advocate for each learner. As a leader, the teacher communicates the mission of the school by organizing and promoting strong and positive ties among schools, parents, students, and the community. Community and parental involvement activities are designed to develop a positive self-concept and an awareness of a concern for others with the goal of fostering productive, caring, and effective citizens of their community and the global society.

Portfolio Products

School/Student Profile-Include a copy of your school's Mission Statement and paraphrase it. In one to two pages, describe the school's student population, the surrounding community, and the social and environmental forces impacting your (the) students.

- _____ (2 points) Copy of Mission Statement with paraphrasing
- _____ (2 points) Description of student population/community
- _____ (2 points) Explanation of social and environmental factors
- _____ (1 point) Grammar/Spelling/Organization

School/Parent Letter-Write a welcome letter to your future parents. Be sure to introduce yourself. Include your classroom discipline plan and homework policy.

- _____ (2 points) Appropriate introduction
- _____ (2 points) Classroom discipline plan
- _____ (2 points) Homework policy
- _____ (1 point) Grammar/Spelling/Organization

Teacher/Parent Communication-Describe the preparations necessary to hold successful parent-teacher conferences. Include the following:

- _____ (2 points) Outline of what you will discuss
- _____ (2 points) Appropriate physical location
- _____ (2 points) Questions to gain relevant information about the student
- _____ (1 point) Grammar/Spelling/Organization

Punctuality

- _____ (2 points) Turned in on time **Due** _____

Portfolio Community and Parental Involvement Score: _____/23

Portfolio Grade Sheet

Name _____

Professional Responsibility Score: _____/18 Due _____

Nature of the Learner: _____/21 Due _____

Command of Subject Matter Score: _____/24 Due _____

Classroom Management and Organization Score: _____/20 Due _____

Technology Score: _____/23 Due _____

Curriculum and Instruction Score: _____/25 Due _____

Community and Parental Involvement Score: _____/23 Due _____

Final Presentation

Portfolio is contained in a binder, separated by dividers, which are tabbed and labeled.	_____/2
Portfolio is complete, including all projects submitted during the course.	_____/2
Portfolio demonstrates individual effort as evidenced by the correction of errors, addition of incomplete work and/or submission of additional materials.	_____/2
Presentation documents creativity as evidenced by the use of color, methods of presentation and/or visual appeal.	_____/2
Presentation documents high use of technology as evidenced by computer-generated artwork, photos, graphs, charts, etc.	_____/2

Portfolio score to date: _____/154

Score on final presentation: _____/10

Final score on portfolio: _____/164