

# Portfolios



*College of Education  
Career Services*  
University of Nevada, Reno

## Helpful hint!

An interview portfolio is not a combination of Portfolio I and Portfolio II. It is a concise compilation that is tailored to the position that you are seeking. Information that is included should be abbreviated and to the point.

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## What is an Interview Portfolio

- An interview portfolio is a collection of materials that “**showcase**” a teacher candidate’s:
  - Talents
  - Abilities
  - Activities
  - Accomplishments
  - Attitudes

## Interview Portfolio Tips

- Plan ahead and decide just what teaching skills you want to document. When deciding which ones to include, consider your intern evaluation and the job description.
- Choose *only* the best examples or artifacts of your work.
- Design pages for impact and ease in reading.
- Select student artifacts that present evidence of effective teaching strategies and learning outcomes.
- Label each item for easy identification.
- Include technology applications: personal websites, CDs, multi-media presentations, video tapes.
- Be unique; show your organization skills, writing ability, and over all creativity.
- Select and tailor examples of artifacts for each job based on the job description and requirements.
- Make copies and leave the original home.

## What to Include in your Portfolio

- A condensed version of your student learning sample
- A copy of your internship final evaluation
- A link to or a copy of your résumé
- Current transcript
- Educational philosophy
- Letters of recommendation
- Formal observations and lesson plans from your field experiences

## Your Teaching Philosophy

- **Don't give textbook versions**
  - Give your personal philosophy
- **Don't make excuses for not having one**
  - Take time before you interview to develop a statement of your philosophy
- **Don't give long, detailed answers**
  - Summarize your beliefs in a few thoughtful sentences; practice saying your personal philosophy aloud.

## Portfolios Document your Teaching Philosophy

- It shows what you, as a teacher, believe about:
  - Classroom management
  - Content to be taught
  - Teaching methods
  - Learning styles
  - Values
- It determines your teaching style and behavior.

## What is a Teaching Philosophy Statement?

A Philosophy of Teaching Statement is a brief reflective essay concerning your understanding about how students learn, how you can use instruction to assist in that learning, and the action you can take to enact this instruction. It may also include your teaching goals, your learning goals for students, and areas in which you would like to further improve your teaching abilities.

It could include any of the following:

- A description of how you believe learning occurs, in general, within a particular discipline, or through a description of a specific learning situation.
- A description of how you believe teaching can facilitate the student learning processes.
- Specific ways you enact your learning and teaching beliefs and goals in the instructional design, course implementation, and/or evaluation of student learning.
- Your goals for students; they may include learning to appreciate or enjoy the academic discipline, developing critical thinking, improving problem-solving abilities, improving writing within the discipline, working effectively in groups, and developing interests for life-long learning.
- Your areas of instructional expertise that you will use to strengthen your classroom instruction.

[http://www.oic.id.ucsb.edu/ccut/ccut\\_tps.html](http://www.oic.id.ucsb.edu/ccut/ccut_tps.html)

## Links to Teaching Philosophy

### Writing a Teaching Philosophy Statement

<http://www.celt.iastate.edu/teaching/philosophy.html>

### How to Write a Statement of Teaching Philosophy

<http://chronicle.com/jobs/news/2003/03/2003032702c.htm>

### Writing a Teaching Statement

<http://depts.washington.edu/cidrweb/Bulletin/TeachingStatement.html>

## Using your Portfolio in an Interview

- Before the interview ask if you should bring your portfolio.
- Sections of your portfolio may be used to backup an interview answer:
  - “An example of my classroom management system is demonstrated in my portfolio. Would you like to examine it?”
  - At the end of the interview, offer to show your portfolio or leave it behind.
- Though your Portfolio can be a useful tool, be aware of how you use it:
  - When the interviewer asks a question answer it. **Don't** thumb through your portfolio for the answer.

## Links to Portfolio Examples

### Student Teaching Portfolio

<http://webpages.uah.edu/~caldwea/portfolio/>

### Teaching Portfolios

<http://sunconference.utep.edu/CETaL/resources/portfolios/>

### TiS Portfolio Library

[http://education.missouri.edu/SISLT/EdTech/EdTech\\_TiS\\_Portfolio.php](http://education.missouri.edu/SISLT/EdTech/EdTech_TiS_Portfolio.php)

## Portfolio Quality Checklist

Ask yourself the following questions before submitting your portfolio:

- Did you include a clear summary of your experience and what you learned in your program?
- Did you include your strengths as a prospective classroom teacher?
- Do the contents of your portfolio include a clear indication of your plans for continued professional development?
- Are your materials free from spelling or grammatical errors?
- Is your writing clear and well organized?
- Are the contents well organized, neat, professional, and easy to use?
- Are your materials appealing, lively, and appropriate?
- Is your proficiency demonstrated?
- Do your personal accomplishments reflect a representation of you not seen in other artifacts? Do they include shared insights and important details?

## Links to Writing your Portfolio

### Preparing a Teaching Portfolio

<http://www.umass.edu/cft/publications/teachingportfolio.pdf>

### Developing a Teaching Portfolio

[http://ftad.osu.edu/portfolio/philosophy/Phil\\_guidance.html](http://ftad.osu.edu/portfolio/philosophy/Phil_guidance.html)

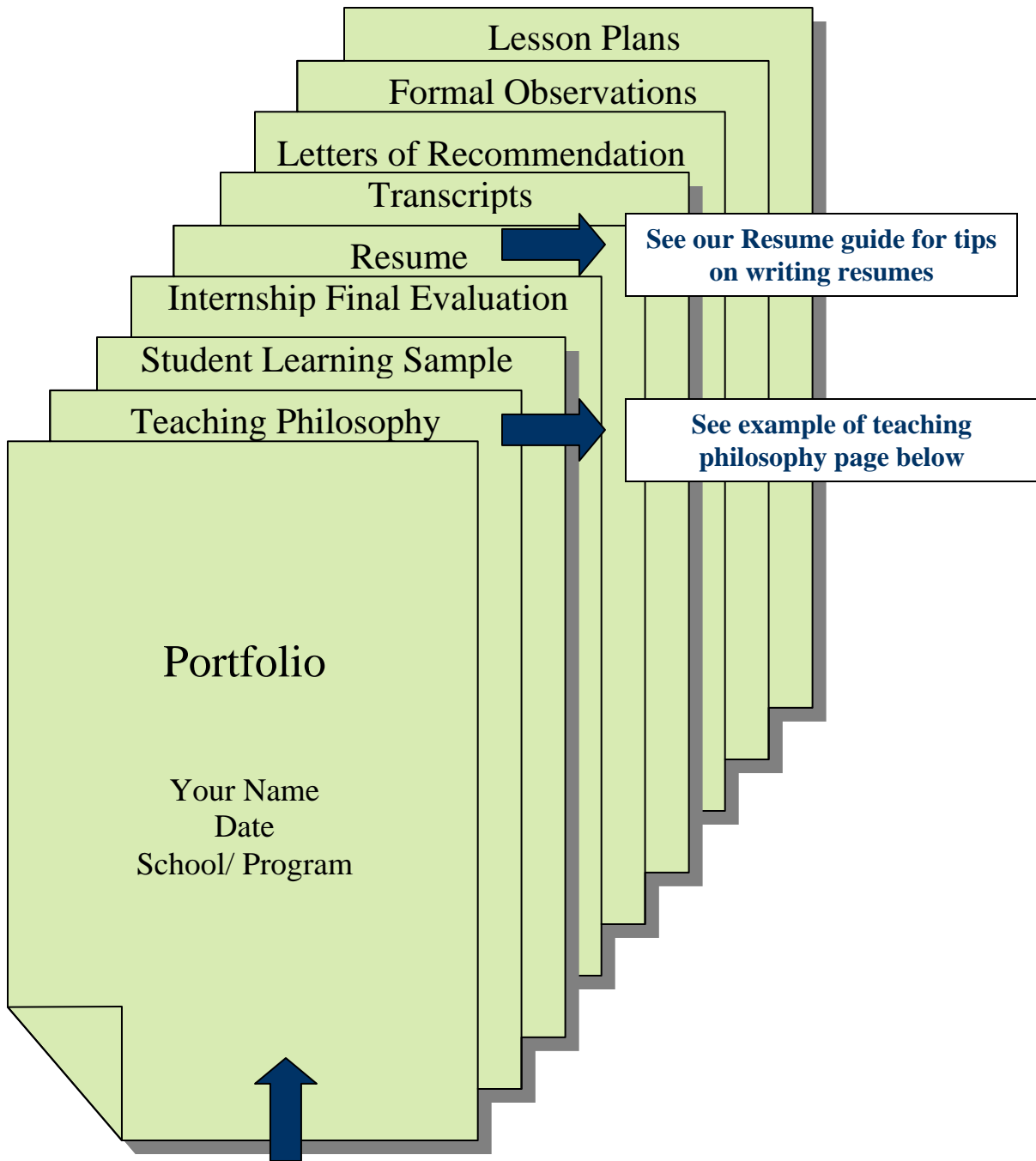
### Portfolio Template

[http://ssph.fiu.edu/docs/internships/portfolio\\_template.doc](http://ssph.fiu.edu/docs/internships/portfolio_template.doc)

### A Guide to the Teaching Portfolio

<http://www.cs.tufts.edu/~ablumer/portfolio.html>

# Portfolio Layout



**EXAMPLE OF TITLE PAGE**

## EXAMPLE OF TEACHING PHILOSOPHY

### CHILDREN AS LEARNERS



Heading

- I believe that all children have a right to an education; all people should be given the opportunity to learn.
- It is my belief that children learn through a number of ways including past experiences, interactions with other people, and interactions with the environment. **Use citations to support your ideas such as Piaget believed (citation).**
- Children learn best when they feel respected and valued.

### ROLE OF THE TEACHER

- I believe that the teacher is responsible for creating a classroom environment that is conducive to learning. This means that the classroom is free from distractions and is set up with materials that are exciting and engaging to the children.
- It is the teacher's responsibility to teach in a manner that reaches each child and their individual developmental level.
- It is the teacher's responsibility to plan lessons that are interesting and engaging.

### THE SCHOOL

- I believe that the school should have a positive and welcoming atmosphere where everyone feels safe and secure.
- The school should include a joint effort between school personnel, students, parents, and the community.

### THE CURRICULUM

- I believe that the curriculum should be developmentally appropriate and presented in a way that each child can reach his full potential for learning.
- Curriculum should be balanced between teacher directed and child initiated to give the children a voice and an active role in their learning process.

### CLASSROOM MANAGEMENT

- I believe that prevention and guidance is the best classroom management tool.
- The classroom environment should be one in which love and respect are reciprocal between the teacher and student. The student will have better behavior if he feels respected by the teacher.
- The behavioral management system used in a classroom should use logical consequences; students need to learn that there will be consequences when misbehavior takes place and that those consequences are directly related to the misbehavior.

### GENERAL STATEMENTS

- I believe that teachers are a vital asset to society. They have a responsibility to empower students to be life-long learners. Teachers need to model lifelong learning to students. As a teacher I constantly continue to grow and change. This allows me to adapt new ideas and research into my teaching while modeling my love of learning to students.

# Electronic Portfolios

## What is an Electronic Portfolio?

A web-folio or e-folio is an electronic version of a portfolio on the World Wide Web. It is a creative way to organize, summarize and share artifacts and information. It includes a collection of the scholar's work and should present ideas about teaching and/or learning, along with personal and professional growth. Web-folios contain hypertexts and links to more information.

<http://www.calstatela.edu/academic/webfolio/web1.htm>  
<http://www.tnellen.com/cybereng/webfolio.html>  
<http://eduscapes.com/tap/topic82.htm>

## Why Electronic Portfolios?

There are benefits to using an electronic portfolio. Traditional portfolios take up space, but with an electronic portfolio, information can be easily stored in a computer hard drive, floppy disc, CD or other. This information can be easily accessed and copied for others.

Electronic portfolios not only take up little physical space, but can hold a great deal of information. Pictures, art work and writing samples can be all be scanned in and saved.

Once your work is organized, electronic portfolios can be enhanced by the addition of sound, music, pictures, graphics and even video making it easier and more appealing to the employer.

<http://edweb.sdsu.edu/courses/edtec596r/students/Abrenica/Abrenica.html>

## Links to Electronic Portfolio Examples

### Writing a Teaching Philosophy Statement

<http://www.d.umn.edu/~lmiller/TeachingEnglishHomePage/Portfolios/LMC-Sample.html>

### Electronic Teaching Portfolio

[http://sitemaker.umich.edu/amandafletcher/welcome\\_to\\_my\\_eportfolio\\_](http://sitemaker.umich.edu/amandafletcher/welcome_to_my_eportfolio_)

# Social Networks

## Facebook, Myspace, Friendster, & TagWorld

- Social networks are becoming more popular; there are a variety of networks where you can meet up with old friends or find new ones. They can be a fun way to connect with others and express yourself; however, there are some things to be aware of particularly if you are looking for a job.

## Evaluate your Profile

### Quick Questions to Ask Yourself:

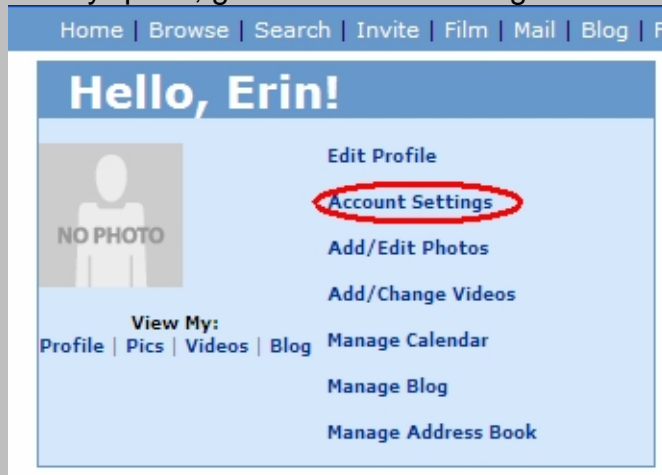
- Can everyone see your profile?
- What have you written?
- What information are you making public? (email, AIM, address, etc.)
- Do you post pictures/videos on MySpace, Facebook, YouTube, or other sites?
- Do your friends post pictures/videos of you on MySpace, Facebook, or YouTube?
- If you have pictures are they appropriate? (i.e. are you or someone else doing anything illegal, inappropriate, or embarrassing?)
- Have you ever said anything negative about another person, your work environment, etc. on your profile or someone else's?
- Have you shared your password with anyone?
- Have you joined any groups on MySpace or Facebook?
- Would it bother you if any of these people viewed your profile: parent, professor, potential employer, school admissions office?

## Setting your Page to Private

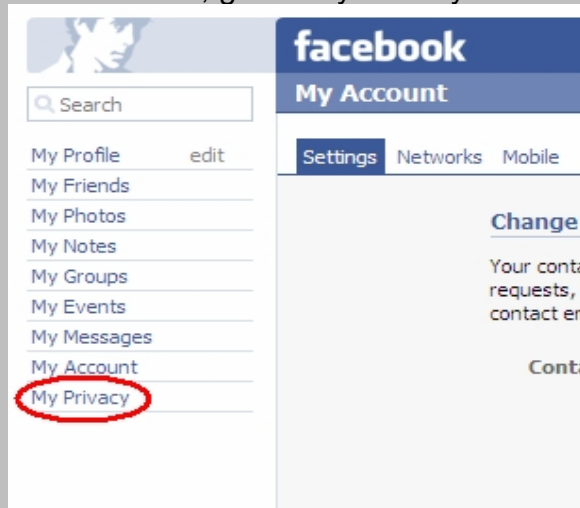
If you are concerned about the contents of your social network page or want to limit who can see it consider setting it to private. This limits who can see your page; only those individuals identified as friends can see your full contents.

### 1. Change your privacy settings accordingly

On MySpace, go to "Account Settings" & then select "Change Privacy Settings."



On Facebook, go to "My Privacy" and choose your network preferences.



2. Be aware that people might still be able to access your profile through a "friend" or with someone in your Network.
3. Review what others are posting about you, including pictures.
4. Don't give your password out to people.
5. If you already have information on the web that you want to be removed, go to <http://www.google.com/support/bin/request.py> and request that Google remove it.