

## **Fast Track to Teaching/Master of Arts in Teaching Practicum Portfolio Guidelines**

The purpose of the practicum portfolio is to document your attainment of the skills required by the Teacher Education Program Standards. When complete, the portfolio will demonstrate your knowledge of content and child development, planning and teaching skills, and dispositions that have been identified by the teaching profession as necessary to becoming a competent teacher. (See Program outcomes <http://education.csm.edu/program/#Education%20Student%20Outcomes> )

### **Guidelines for Planning and Developing the Portfolio:**

- Your portfolio is a systematic, meaningful and relevant collection of work representing your development over a designated period of time (minimum of 100 classroom hours).
- Items included in portfolios are relevant to meeting program goals and objectives.
- Your portfolio may include input from instructors, professional colleagues and cooperating teachers.
- The portfolio reflects actual learning activities and accomplishments by your and your students.
- Items included may be submitted in a variety of media and formats, including references to electronic sources and products.
- Self-assessment and reflection are essential components.

### **Recommended Format for Professional/Program Portfolio:**

- Front Matter
  - Title page
  - Table of contents
  - Introduction
    - List all endorsements you are seeking
    - List all schools and cooperating teachers involved in practicum experience.

### **Collect And Organize All Portfolio Materials To Include At Least The Following Section Headings:**

- Hours logs
- Evaluations (forms <http://education.csm.edu/Forms/forms.htm> )
- Four Focused Observations (instruments @ <http://education.csm.edu/fasttrack/obsev.htm> )
- Your work:
  - Lesson plans created and/or taught by you (include any you teach or that are provided by the cooperating teacher), including handouts, assessments and reflections.
  - Unit plans, including handouts, assessments and reflections.
- Your students' work:
  - Papers, projects, tests, quizzes, assessments
- Reflections on your work and experiences

### **Other Appropriate Artifacts of Your Experience:**

- Reflections on any meetings or conference your are able to attend with your cooperating teacher
- Communications between you and colleagues, administrators, students or parents
- Technology you use in the practicum
- Grade sheets, checklists, simulations, WebQuests, treasure hunts, etc. cameras, handhelds, laptops