

PROFESSIONAL PORTFOLIO

A professional portfolio allows us to showcase our work - our experiences, skills and abilities as an educator. It can take many forms, including electronic formats.

What is the purpose/benefit of establishing and maintaining a portfolio?

Time can erase from memory our many accomplishments. Without tangible evidence it is easy for us to forget our experiences, our accomplishments and the skills we do possess. A professional portfolio allows us to document this. The self reflective process initiated by the creation of a portfolio is a stepping stone for continuing growth as an educator. Lastly, a portfolio is an efficient way to illustrate how we have met the outcomes in our faculty evaluation process!

What could / should be included in a portfolio? * indicates a “should”

- Title page*
- Table of Contents*
- Resume
- Course outlines you have created*
- Tests/exams you have created*
- Assignments you have marked*
- Certificates/diplomas you have received*
- Conferences, workshops you have delivered or attended*
- Awards/Accommodations/Reference letters
- Statement of your personal philosophy or beliefs about teaching/learning and/or education*
- Research projects
- Proposals
- Committees
- Community involvement
- Formal/informal student evaluations

Organization / Display of your portfolio

- Follow your Table of Contents
- Separate areas with dividers
- Use a leather portfolio binder or high quality three- ring binder
- Use high quality paper. Pre-printed paper (e.g Staples, Walmart) is acceptable
- Use of educational quotes on title page and/or dividers gives insight into who you are as an educator
- Use high quality non glare plastic folders to encase samples as appropriate
- Use pocketed page protectors for CDs , disks etc

The internet has extensive guidelines and material for the development of a Professional Portfolio. The information above is a compilation of some basic and hopefully, useful information from a variety of sites. Some site examples are listed below.

<http://www.pampetty.com/profportfolio.htm>

http://teacher.scholastic.com/professional/futureteachers/professional_port.htm

<http://www.usask.ca/education/csbe/portfolio.htm>

<http://www.uwrf.edu/ccs>

http://hsc.csu.edu.au/pro_dev/portfolios/professional/