The purpose for the portfolio and for the final portfolio evaluation is to document a student's growth and professional competence as a nurturing, professional instructor-manager. A portfolio should provide a unique picture of how each student's experiences and reflections on those experiences contributed to growth and competence. To earn a satisfactory final portfolio evaluation rating, the portfolio must be considered acceptable in terms of content and quality.

Portfolio Contents

Consistent with the desire to personalize portfolios, there are few required components. In order to receive a satisfactory final portfolio evaluation rating on the portfolio contents, however, ALL of the following required portfolio components (see page 7) MUST be present:

_____ Cover letter. The key functions of the cover letter are as follows:
The cover letter should:
1. Describe the contents of the portfolio.
2. Describe how the portfolio contents demonstrate the student's growth and competence as a reflective and nurturing, professional instructor and manager.
Comments:

_____ Philosophy of education statement (Short Essay).
Comments:

_____ A list of relevant courses. This list should include:
1. Course numbers, credit hours, and course titles*.
2. For each course, the student must also specify the goal(s) to which the course relates.
   *Grades are optional.
Comments:

_____ Evaluations and/or critiques of the student's field experiences by the cooperating teacher(s) and supervisor(s).
   ____ Critical reflections on these field experiences and critiques may be attached as a separate document or may be included in the portfolio's cover letter.
Comments:

_____ A collection of 4-6 selected entries (each with a caption). Each portfolio entry must:
1. Demonstrate sustained effort and reflection by the student.
2. Document the student's growth and/or competence with regard to specific professionalism, instructor, and/or manager goals.
Comments:
Block IV Final or Exit Professional Portfolio Evaluation Form (Cont’d.)

**Portfolio Quality**

Students are to select a limited number of portfolio entries (4-6), their *best* or most representative work, to offer as evidence of their growth and competence as a nurturing, professional instructor-manager. A satisfactory rating for each portfolio entry is required. Evaluators should use the following scale to rate the quality of each entry:

<table>
<thead>
<tr>
<th>Quality Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – Quality of entry is not adequate</td>
<td>Goal(s)</td>
</tr>
<tr>
<td>1 – Satisfactory Quality</td>
<td>Characteristics of Satisfactory Quality</td>
</tr>
<tr>
<td></td>
<td>All required elements</td>
</tr>
<tr>
<td></td>
<td>Connection to program goals</td>
</tr>
<tr>
<td></td>
<td>Writing mechanics relatively free from error</td>
</tr>
<tr>
<td></td>
<td>Relatively easy to use organization</td>
</tr>
<tr>
<td>2 = High Quality</td>
<td>Characteristics of High Quality</td>
</tr>
<tr>
<td></td>
<td>All required elements</td>
</tr>
<tr>
<td></td>
<td>Clear connection to the program goals</td>
</tr>
<tr>
<td></td>
<td>Organizational structure that is clear and easy to use</td>
</tr>
<tr>
<td></td>
<td>Writing mechanics free from errors</td>
</tr>
<tr>
<td></td>
<td>Connections to student’s plans for future professional development</td>
</tr>
<tr>
<td></td>
<td>Evidence of student’s strengths as a classroom teacher</td>
</tr>
<tr>
<td></td>
<td>Critical Reflections about teaching, learning, and schools.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____ Portfolio Entry #1 -- Description/Title_______________________________________ Date __________
Comments:

_____ Portfolio Entry #2 -- Description/Title_______________________________________ Date __________
Comments:

_____ Portfolio Entry #3 -- Description/Title_______________________________________ Date __________
Comments:

_____ Portfolio Entry #4 -- Description/Title_______________________________________ Date __________
Comments:

_____ Portfolio Entry #5 -- Description/Title_______________________________________ Date __________
Comments:

_____ Portfolio Entry #6 -- Description/Title_______________________________________ Date __________
Comments:

I consider this portfolio to be Satisfactory Unsatisfactory

Signature of Portfolio Advisor ________________________ Date ____________________

Signature of Student ________________________ Date ____________________

The Portfolio Advisor must fill out this form, sign it (along with the Advisee). It must then be turned into the office for the Associate Dean for Teacher Education (107 Corbin) before the last day of classes.