

PORTFOLIO PREPARATION SERIES

Session Two
Assembling the Evidence



TODAY'S OBJECTIVES

- List various ways to show evidence of competence in the 10 Standards.
- Review self-assessments.
- Assemble items that demonstrate evidence to create your teaching portfolio.

TEACHING PORTFOLIO

Evidence of Competency

Elements of a teaching portfolio:

- what you think about teaching, your philosophy
- documentation of your experience
- course documentation (lesson plans, etc.)
- documentation of your effectiveness (evaluations)
- evidence of your students actually learning (assessments)
- things you do to improve your teaching (professional development)
- contributions you have made to the profession
- honors, awards, publications, other types of recognition
- licenses, certifications, degrees
- recommendations/references

Where we find evidence of competency:

- Résumé or Curriculum Vitae
- Written Course Materials
- Planned Lessons and Activities
- Observations/Assessments of Students
- Video Recordings
- Student Experiences/Evaluations
- Colleague or Supervisor Assessments
- Letters of Recommendation
- Personal Statement of Philosophies, Ideals, Descriptions, Experiences

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SELF-EVALUATION

The Learner and Learning: Standards 1 - 3

KSA's

What do I know about learning development, learning differences, integrative approaches, and learning environments?

How do I demonstrate that knowledge?

What are my attitudes toward learning development, learning differences, integrative approaches, and learning environments?

Potential Evidence

- Résumé/CV
- Personal Statement
- Letters of Recommendation
- Syllabus/Course Outline
- Lesson Plans
- Student Assessments
- Video Clip
- Instructor Evaluations

Content: Standards 4 and 5

KSA's

What do I know about my course content and the application of my content?

How do I demonstrate that knowledge?

What are my attitudes my course content and the application of my content?

Potential Evidence

- Syllabus/Course Outline
- Lesson Plans
- Student Assessments
- Video Clip
- Instructor Evaluations
- Résumé/CV
- Personal Statement
- Letters of Recommendation

Instructional Practice: Standards 6 - 8

KSA's

What do I know about planning, strategies and delivery, observations, and assessments?

How do I demonstrate that knowledge?

What are my attitudes toward planning, strategies and delivery, observations, and assessments?

Potential Evidence

- Syllabus/Course Outline
- Lesson Plans
- Student Assessments
- Video Clip
- Instructor Evaluations
- Personal Statement
- Letters of Recommendation

Professional Responsibility: Standards 9 and 10

KSA's

What do I know about professional development, ethical conduct, and collaboration?

How do I demonstrate that knowledge?

What are my attitudes toward professional development, ethical conduct, and collaboration?

Potential Evidence

- Résumé/CV
- Personal Statement
- Letters of Recommendation
- Syllabus
- Instructor Evaluations

TODAY'S OBJECTIVES

- ✓ List various ways to show evidence of competence in the 10 Standards.
- ✓ Review self-assessments.
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ASSEMBLE EVIDENCE

Portfolio Items

- Items you may already have:

- Résumé/CV
- Syllabus/Course Outline
- Lesson Plans
 - Formative Assessments
 - Summative Assessments
 - Student Evidence of Learning
- [Instructor Evaluations]

- Items you need from others:

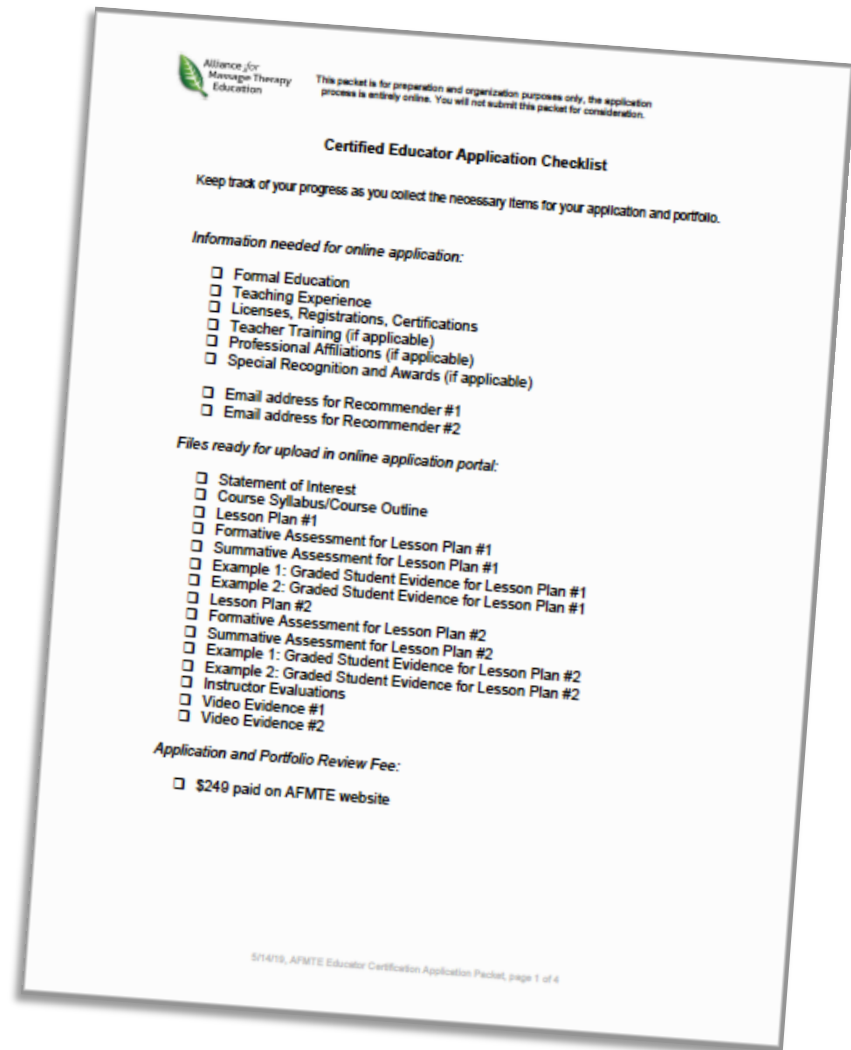
- Letters of Recommendation
- [Instructor Evaluations]

- Items you may need to create:

- Video Recordings
- Statement of Interest

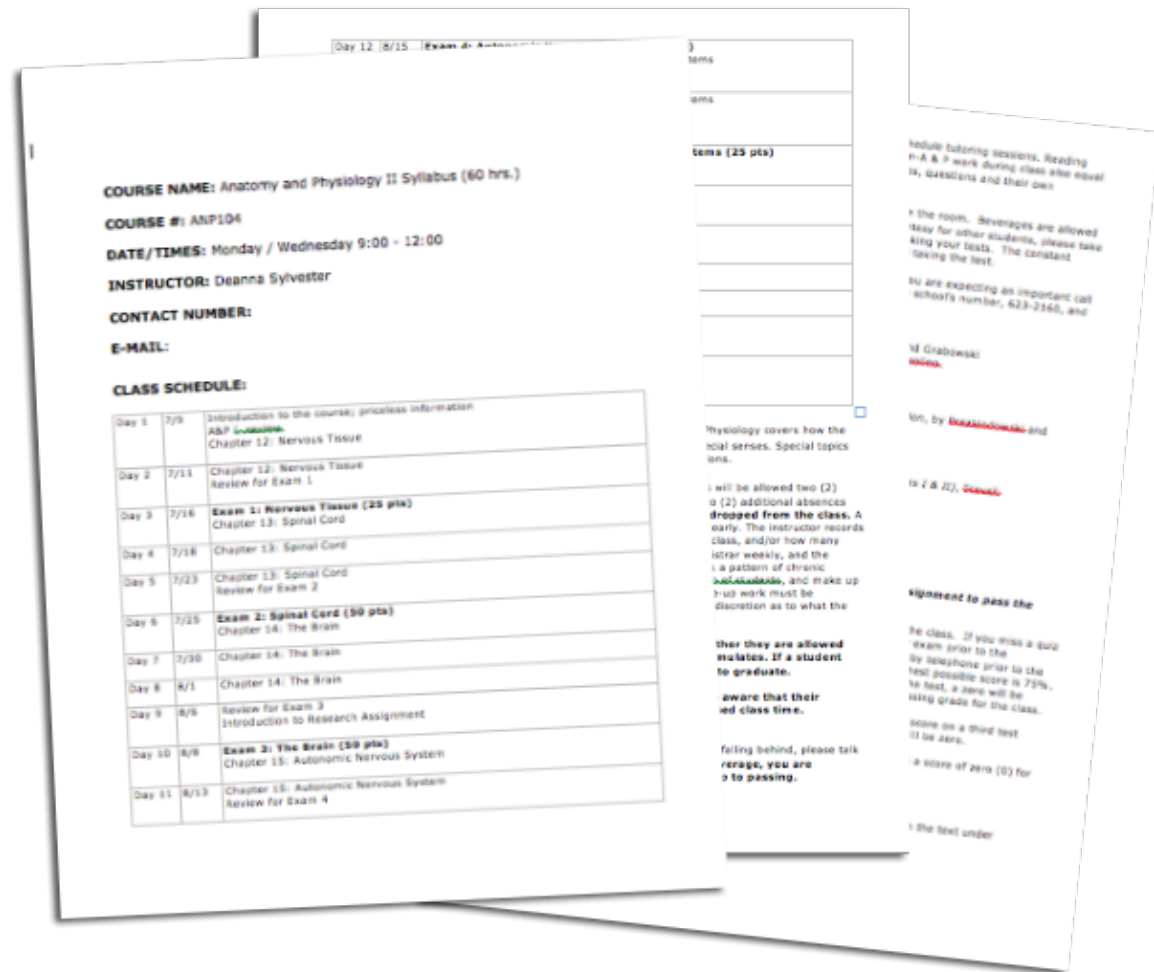
Résumé/CV

- Contains information needed for the online CETMB application
 - education
 - teaching experience
 - licenses/certifications/registrations
 - other (if applicable):
 - professional affiliations
 - teacher training
 - awards/special recognition



Syllabus or Course Outline

- the syllabus and/or course outline for a classroom or CE course you teach



Lesson Plans (2)

- 2 lesson plans for the course
- *Describe how you use your time to cover a specific topic or topics*

COURSE NAME: Anatomy and Physiology II Syllabus (60 hrs.)
COURSE #: ANP104
DATE/TIMES: Monday / Wednesday 9:00 - 12:00
INSTRUCTOR: Deanna Sylvester
CONTACT NUMBER:
E-MAIL:

CLASS SCHEDULE:

Day	Date	Topic
Day 1	7/9	Introduction to the course; preclass information ABP introduction Chapter 12: Nervous Tissue
Day 2	7/11	Chapter 12: Nervous Tissue Review for Exam 1
Day 3	7/16	Exam 1: Nervous Tissue (25 pts) Chapter 13: Spinal Cord
Day 4	7/18	Chapter 13: Spinal Cord
Day 5	7/23	Chapter 13: Spinal Cord Review for Exam 2
Day 6	7/25	Exam 2: Spinal Cord (50 pts) Chapter 14: The Brain
Day 7	7/30	Chapter 14: The Brain
Day 8	8/1	Chapter 14: The Brain
Day 9	8/6	Review for Exam 3 Introduction to Research Assignment
Day 10	8/8	Exam 3: The Brain (50 pts) Chapter 15: Autonomic Nervous System
Day 11	8/13	Chapter 15: Autonomic Nervous System Review for Exam 4

Day 12 8/15 | Exam 4: Autonomic Nervous System

Physiology covers how the
soul senses. Special topics
are...

will be allowed two (2)
o (2) additional absences
dropped from the class. A
early. The instructor records
class, and/or how many
later weeks, and the
a pattern of chronic
~~absences~~, and make up
work must be
discretion as to what the

**that they are allowed
isolates. If a student
to graduate.**

**aware that their
ed class time.**

falling behind, please talk
**retrace, you are
to passing.**

clude tutoring sessions. Reading
n-A & P work during class also reveal
to, questions and their own

the room. Beverages are allowed
stay for other students, please take
king your tests. The constant
leaving the test.

you are expecting an important call
school's number, 623-2160, and

of Grabowski
~~notes~~

ion, by ~~Grabowski~~ and

to 7 & 22, ~~Grabowski~~

signment to pass the

be class. If you miss a quiz
exam prior to the
by telephone prior to the
best possible score is 75%.
to test, a zero will be
using grade for the class.

score on a third test
it be zero.

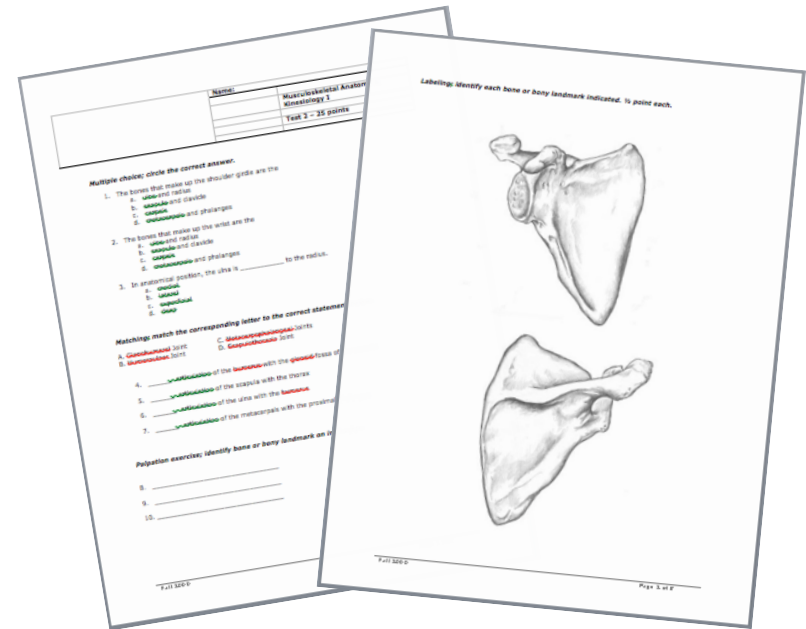
a score of zero (0) for

the test under

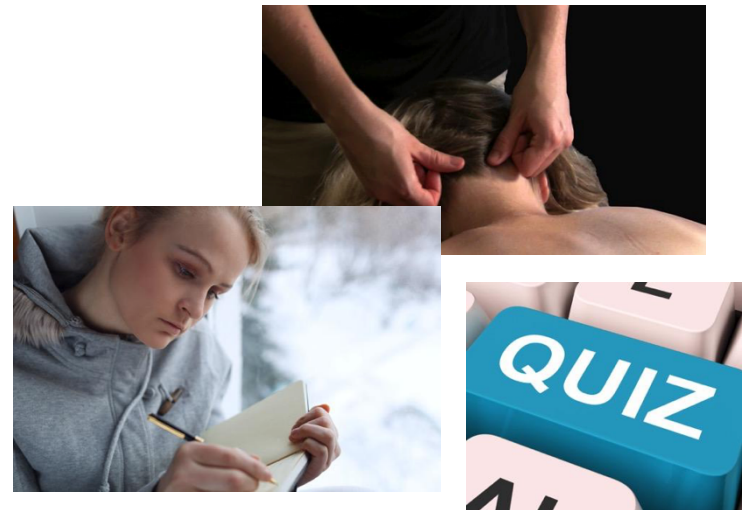
Assessments

For each lesson plan:

1. give example/describe how you conduct **Summative** assessments



2. give example/describe how you conduct **Formative** assessments



Student Evidences for Learning

- For **each** lesson plan, give 2 samples of completed student assessments
- *evidence that students actually participated (graded or not)*

M.L. Instructor Jane Doe
 Homework from Class 6

* comments relayed on their homework along with some recommendations

① ~~Chen~~ → good/detailed plus great write up of

② ~~Chen~~ wonderful treat Very interested in em Got rid of neckpain

③ ~~Chen~~ Awesome - figured a headache his po

④ ~~Chen~~ perfect description of

⑤ ~~Chen~~ in

AFMTE: Evidence of Grades and Feedback at Final Practical Exam

NESA Maintaining Life Fall 2016 Semester Final Practical Exam

Student Four A

Student Four: your final practical was great. You are very good at explaining things and this comes through in your approach to doing a treatment. You do very thorough intakes and had a very comprehensive picture of your practice partner's needs. You have a good understanding of what each of the meridians can affect and pulled all of that information into a very strong and well organized treatment.

You are physically very agile and healthy so you have always looked comfortable working on the floor and moving around the mat. At this point you look very graceful and smooth as you do a full treatment. You also look much more relaxed now and just focused on the actual work. You are able to maintain a strong focus and work at a slow and thorough pace. You are able to use a wide range of technique very effectively meticulous acupressure techniques and strong pressure using your weight in other areas. In your practical you spent lots of extra time in a number of areas that needed more attention including both the ones you had originally assessed and the ones you discovered in the moment. That is really powerful at this stage of your training!

I can easily see you not only being a really great practitioner some day but also a really good teacher.

Instructor: Jane Doe

New England School of Acupuncture ~~fax 603-888-8888~~

Course Roster

EL102 Maintaining Life/Qi Cultivation
 1-8 Homeworks completed reviewed

Enrollment: 11
 1-8: 10:00AM-1:00PM
 9-10: 1:00PM-4:00PM

Name	1	2	3	4	5	6	7	8	9	10	Final Letter Grade
J	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A+
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A+
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A+
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B-
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B+
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A+
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A+

p1 printed 07/22/2013 9:42:37 A

Instructor Evaluations

- Evaluations that were done by your students for this course
- Either a summary or copies of the actual evaluations

The image shows three overlapping copies of a 'Continuing Education Course Evaluation' form. The forms are filled out with handwritten responses and a signature. The forms contain the following information:

- Form 1 (Left):**
 - Student's Name (Optional): _____
 - Phone (Optional): _____
 - Course Title: Movement Patterns Re-Coordination
 - Date of Course Completion: 6-5-14
 - Name of the Instructor: Deanna Sybester
 - Scale: Strongly Agree (1), Agree (2), Strongly Disagree (3)
 - Questions 1-15 with ratings: 1 (2), 2 (2), 3 (2), 4 (2), 5 (2), 6 (2), 7 (2), 8 (2), 9 (2), 10 (2), 11 (2), 12 (2), 13 (2), 14 (2), 15 (2)
 - Comments: _____
- Form 2 (Middle):**
 - Student's Name (Optional): Angie Nelson
 - Phone (Optional): 940 2446
 - Course Title: Movement Patterns Re-Coordination
 - Date of Course Completion: 6/5/14
 - Name of the Instructor: Deanna Sybester
 - Scale: Strongly Agree (1), Agree (2), Strongly Disagree (3)
 - Questions 1-15 with ratings: 1 (2), 2 (2), 3 (2), 4 (2), 5 (2), 6 (2), 7 (2), 8 (2), 9 (2), 10 (2), 11 (2), 12 (2), 13 (2), 14 (2), 15 (2)
 - Comments: _____
- Form 3 (Right):**
 - Student's Name (Optional): _____
 - Phone (Optional): _____
 - Course Title: _____
 - Date of Course Completion: _____
 - Name of the Instructor: Deanna Sybester
 - Scale: Strongly Agree (1), Agree (2), Strongly Disagree (3)
 - Questions 1-15 with ratings: 1 (2), 2 (2), 3 (2), 4 (2), 5 (2), 6 (2), 7 (2), 8 (2), 9 (2), 10 (2), 11 (2), 12 (2), 13 (2), 14 (2), 15 (2)
 - Comments: _____

[may need to get from your faculty supervisor or administration]

Letters of Recommendation (2)

- Ask two people (teaching supervisor, administrator, or colleague) who have observed your teaching and can comment on your competency specific to the National Teacher Education Standards



TODAY'S OBJECTIVES

***We will finish up
next week with
videos and
statement
of interest***



- ✓ List various ways to show evidence of competence in the 10 Standards.
- ✓ Review self-assessments.
 - Assemble items that demonstrate evidence to create your teaching portfolio.

If you are
finding any
gaps...

Check out the

**MaxKnowledge
Online Training
Center**

(afmtetraining.org)

The screenshot shows the website for the Alliance for Massage Therapy Education. At the top left is the logo, which consists of a green leaf icon and the text "Alliance for Massage Therapy Education". To the right of the logo is a navigation menu with a home icon and the text "Training C". Below the logo is a green navigation bar with the text "Online Training Center". The main content area has a dark background with a blurred image of a person. The main heading is "Employee Training and Certification For Career Education Institutions". Below this heading is a list of four bullet points, each with a green checkmark icon: "Online Training for Faculty, Staff and Management", "Over 200 Training Courses - Various Functional Areas", "Each Course Provides 4 Hours of Continuing Education", and "Courses Provide Credit Toward Professional Certification". At the bottom of the page is a green button with the text "Training Courses".

Alliance for
Massage Therapy
Education

Home Training C

Online Training Center

**Employee Training and Certification
For Career Education Institutions**

- ✓ Online Training for Faculty, Staff and Management
- ✓ Over 200 Training Courses - Various Functional Areas
- ✓ Each Course Provides 4 Hours of Continuing Education
- ✓ Courses Provide Credit Toward Professional Certification

Training Courses

JOIN US NEXT WEEK:

Session Three
Putting It All Together

