| **VTfT II Portfolio Completion Checklist** | | | | |
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| **Who?** | **Weebly Page** | **Piece…** | **Changes to make/Directions to Follow…** | **Completed?** |
| Both | Home | Introductory Letter | Introduce yourself to your audience. Include what grade level/subject you want to teach and why, a brief statement of why you want to teach, and why you think you will make a great teacher. Sell yourself. Also, summarize what the audience will see in your portfolio. |  |
| Both | Home | Resume | Link to or embed your resume. Include education, work experience, academic highlights, community service, participation in student organizations and clubs, competitions, etc. Microsoft Word has very good templates. |  |
| Both | Home | Why I want to be a teacher | This essay can be written or an oral essay, but it should detail why you want to be a teacher. Consider teachers and classes that have influenced you, what you can offer to your future student. Be sure to convey passion and a love for students and teaching. |  |
| Both | Blog Page | Vtft Blog | You’ve been blogging all year about your experiences in the classroom and about life in general. You don’t have to change anything for your blogs; you simply have to include a link where portfolio readers can see the chronicle of your internship from September to the present. |  |
| Both | Internship  Page | Self-Profile | From first quarter, update your information in your self-profile, and include it in your electronic portfolio. Have things changed a lot about yourself since first quarter? If so, tell us in your new self-profile. |  |
| Both | Internship  Page | Cooperating Teacher Profile | From first quarter, update your cooperating teacher’s information, and include it in your electronic portfolio. This probably won’t change much, but maybe you’ve gotten closer with your teacher and want to put more personal comments in your teacher’s profile. Go for it! |  |
| Both | Internship  Page | School Profile | There probably won’t be a lot of updating for this, but make any necessary changes to your school profile, and then include it in your electronic portfolio. |  |
| Both | Internship  Page | Student Profiles | These will probably include the most changes because you’ve gotten to know your students so much better. Update it and include it in your electronic portfolio. |  |
| Both | Choice | Various Class Assignments | You have done several class presentations: Learning barriers, growth and development, history and trends, ethics and professionalism. Include at least 2 of these with an introduction to each that addresses the following: An explanation of the assignment, what your approach was, and what you learned from the assignment. |  |
| Both | Choice | Learning Styles | Design a page/presentation to demonstrate your understanding of learning styles and multiple intelligences and how they impact education. Include how you have used this information in your internship. |  |
| Both | Internship  Page | Student Quotes | Poll your students somehow and ask them to write a comment about their experience with you as their teacher. Include these comments as a section in your portfolio. This will give the reader a look into how your students view you. |  |
| Both | Separate Page | Reflection Essay | This can be either written or oral. If you write it, it can be linked as a PDF or an actual page in the electronic portfolio. If you choose the voice option, you can use all sorts of programs to link to like Voki, Audacity, etc. The librarians will be able to help you a great deal with this, and I think the Future Teacher Award Committee would like to actually hear you; however, it’s not required. Address these questions: **What have I learned in the past two years? How have I changed? How has the VTfT program shaped my future? How do I feel about my VTfT II family? What are my feelings about the teaching profession in general?** |  |
| Both | Where Appropriate | Other things to consider including for WOW | Letter from cooperating teacher, notes/letters from parents and students with whom you have worked, student work samples, comments/letters from your teachers. |  |
| Both | Internship Page | You as a Teacher | Showcase you as a teacher. Items to include: lesson plans with sample student work from those lessons, pictures of you teaching, pictures of your students, a reference letter from your cooperating teacher, quotes from your students. Format for display (pictures, slide show, etc.) is your choice. |  |
| IIs | Choice | Philosophy Of Teaching | The best thing to do for both of these pieces is to read Mrs. Frierman’s comments, ask her if you don’t understand her marks, make the appropriate changes, and save your document as a PDF file. Link both your documents to your electronic portfolio. If you’re confused, please, PLEASE ask Mrs. Frierman for help. We don’t want you to go out into the college world making the same mistakes. The whole point of teaching is help you improve. |  |
| IIs | Choice | Research Paper |  |
| II | Choice | Highlights From Vtft I  (Could be a link on home page or where you feel it is appropriate) | This can be taken from your original portfolio, or you can redesign it if you want. Include things like pictures, comments, sample lesson plan with student work, etc. to make this section interesting. You can easily scan things from your VTfT I portfolio and place the digital results in your electronic portfolio. You could also access the documents you used to originally produce your VTfT I portfolio and save them as PDFs. Any way you want to do it will work. |  |
| II | Choice | College Glogster | Remember the college research we did in the fall? You made a Glogster on the college or your choice? Are you still planning on going to that college, or have your plans changed? If they’ve changed, you need to make a new Glogster for your new college; if they haven’t changed, then include a link to your original Glogster. Fun, huh? |  |

**Additional Guidelines/Things to Remember**

1. **Page Titles:** Give every page a title that is appropriate to the content. All of your “about me” information should appear on your home page.
2. **Introductions:**

Every page (except home page) should have an introduction that includes the following information:

* **What that page is about and what the viewer will see**
* **Information that is required as detailed in the description** (ex. College Glogster: why you chose the college you chose; what you learned from the assignment; ex. Puppet Show: what story your team chose and why, what you learned from the experience.)

1. **Portfolio Design:** Your portfolio needs to reflect you as a future educator. While personal photos may be nice to share, the photos and information needs to focus on you and your experience in the course and in the classroom.

Weebly offers many different layouts. You can switch between the layouts without losing your information. Choose your layout NOW and stick with it. Consider the following when choosing your layout:

* **How easy will it be for a viewer to navigate and find all of my information?**
* **Does this layout reflect ME as an EDUCATOR?**
* **Are the fonts easy to ready? (If not, many of them can be changed within the template. Consider changing the style and size.)**

1. **HOME PAGE LINK:** Link all pages back to your home page.
2. **ASK FOR HELP:** If you are having problems with weebly, please ask for my help. That is what I am here for.
3. **DON’T WAIT UNTIL THE LAST MINUTE:**

**COMPLETED PORTFOLIOS DUE TO ME NO LATER THAN   
MIDNIGHT APRIL 26, 2016**

**Deadlines**

|  |  |
| --- | --- |
| **Piece** | **Due Date** |
| All Profiles (Self, Cooperating Teacher, Student, School) | March 1 |
| Research Paper | March 1 |
| Highlights from VTfT 1 | March 1 |
| College Glogster | March 1 |
| Introductory Letter/About Me | March 10 |
| Learning Styles | March 20 |
| Various Class Assignments | March 30 |
| Resume | April 7 |
| Why I want to be a teacher | April 7 |
| Student Quotes | April 10 |
| You as a Teacher | April 10 |
| Philosophy of Teaching | April 20 |
| Reflection Essay | April 20 |
| WOW | April 26 |
| **VTfT Blog** | **Ongoing** |

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**Rubric**

**Your portfolio will be assessed holistically according to the rubric below. A grade will be assigned according to the scale below the rubric.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **5**  **Superior Competence** | **4**  **High Competence** | **3**  **Competence** | **2**  **Minimal Competence** | **1**  **Little to No Competence** |
| **Portfolio Requirements** | Meets all requirements as indicated on portfolio checklist. | Meets almost all requirements as indicated on portfolio checklist. | Meets most requirements as indicated on portfolio checklist. | Meets some requirements as indicated on portfolio checklist. | Meets few requirements as indicated on portfolio checklist. |
| **Critical Analysis** | Demonstrates superior critical analysis. | Demonstrates strong critical analysis. | Demonstrates appropriate critical analysis. | Demonstrates adequate critical analysis. | Demonstrates little to no critical analysis. |
| **Organization** | Demonstrates superior organization of elements through choice of artifacts and ease of navigation. | Demonstrates strong organization of elements through choice of artifacts and ease of navigation. | Demonstrates appropriate organization of elements. There may be minor issues with choice of artifacts and difficulty in navigation, but these do not detract from the overall presentation. | Demonstrates adequate organization of elements. There are questionable choice of artifacts and difficulty in navigation that interferes with the overall presentation. | Demonstrates a lack of organizational structure and/or severely questionable choice of artifacts and/or difficulty in navigation. |
| **Presentation/**  **Professionalism** | Demonstrates a superior level of professionalism. | Demonstrates a strong level of professionalism. | Demonstrates an appropriate level of professionalism. | Demonstrates an adequate level of professionalism | Demonstrates little to no professionalism. |
| **Grammar, Usage, Mechanics** | Virtually free of errors. | Generally free of errors. | May display errors, but errors do not detract from presentation. | An accumulation of errors detract from presentation. | Frequent and or serious errors. |

**Scale:**

**25 = 100 20 = 88 15 = 78 10 = 69 5 = 63**

**23-24 = 93 18-19 = 85 13-14 = 75 8-9 = 66**

**21-22 = 90 16-17 = 81 11-12 = 71 6-7 = 64**