PORTFOLIO CHECKLIST

___ Complete **Ed 625: Portfolio Development**. For that course you complete the introduction, overview, and address at least two of the twelve CTL competencies. Your portfolio should include 3 exhibits for each competency and a graphic. It will be scored using the CTL portfolio rubric found at the course website.

   ___ Select a first reader for your portfolio and nominate a second reader (during Ed 625).

___ Set a timeline for completing your portfolio, taking into consideration time needed for any revisions suggested by your readers.

___ Register for **Ed 686: Portfolio Presentation** during the semester you plan to complete your project.

___ Complete your portfolio. Submit the URL of your completed portfolio to your first reader by email. Schedule regular appointments with your first reader. Meet with your first reader as necessary and complete any revisions needed.

   -Schedule appointments with Mike Charles for technical support on creating your website as needed.

___ When your first reader directs you to, submit your portfolio to your second reader for approval. Submit the URL of your completed portfolio to your second reader by email. Both readers will score your portfolio using the CTL Portfolio scoring rubric (available at the EDUC 625 course website). Both readers must give your portfolio a passing score on all 12 competencies.

___ With the approval of your first reader, schedule your portfolio presentation for a time and date that is convenient for your readers and other people you want to invite. We recommend holding this presentation at your school. We recommend inviting an administrator and a teaching colleague to the presentation.

___ Submit the URL of your final project to each reader and the two colleagues at your school <u>two weeks before</u> the final presentation.

___ Give a 20-25 minute oral presentation to the readers and other participants on the designated date. Be prepared to answer questions. Your readers will convene after your presentation, inform you of their decision, and often make additional recommendations. The first reader will turn in the *Portfolio Evaluation Form* to the Education office following the presentation.

___ If the project is not acceptable, meet with your first reader to plan revisions:

   ___ Submit revised project to both readers within 30 days.

   ___ Receive notification about your revised project from your readers.

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