## PORTFOLIO DEVELOPMENT

MARY WATERS & BRIAN GORDON

For Discussion purposes — think of three of your favorite lessons to teach.



Brian Gordon



Mary Waters

Who are you?

## WHAT IS A PORTFOLIO?

- Artifacts
- Evidence What's the difference?
- It is a visual demonstration

### MULTIPLE FORMS

### Portfolio Types: E, Mobile, Paper

- Student
  - Growth
  - Best Work

### Professional

- Professional practices and responsibilities (artifacts-S and T)
- Self-Reflection

### Institution—Department

- Data "Dashboard"
- Focus: Program progress artifacts (student work samples, CCSS, CCTC, surveys, teacher assignments, video & audio clips, news articles, pictures, PD activities, interviews, resource inventory)
- Self-study (to facilitate analysis)

#### PORTFOLIO Professional Artifacts

#### **Danielson Framework Professional Evidence**

- 3-week unit plan
- Instructional plan for at least one lesson
- Samples of assessment procedures
- Video of a class
- Artifacts of in-class assignments and homework
- Samples of student work
- Teacher reflections
- · Logs of family contact, participation in school & district projects, professional contributions, and professional development
- A research log that demonstrates a teacher's structured approach to asking and answering questions

[NOTE: Portfolio evidence is considered alongside observations and evidence of student learning in order to gain a comprehensive understanding of teacher professional work.]

#### Secondary/Postsecondary

- Résumé (CV)
- Education and achievements (degrees, credentials, qualifications)
- Committee work (+ volunteer)
- · Conferences (reflections,
- applications)
- Critical Incident Analysis
- Formal continuing education
- Mentoring and supervision Professional development
- trainings Published works
- Professional organizations (offices)
- Project work
- Svllabi

#### **General Artifacts**

- Academic work samples
- Action plans
- Administrative duties
- Awards Booklist (readings & book clubs)
- Brochures
- Classroom audio, video, photos
- Class presentation notes/PPt
- Coaching (activities, philosophy, record)
- Commendations and/or letters
- Community service record
- Course descriptions
- Course/program syllabi
- Credentials, certificates

- Curriculum materials (map)
- Grading (philosophy, records, spreadsheets)
- Grant writing samples
- IEPs
- Instructional units
- Journal (teaching)
- Lab & technical reports
- Learning logs
- Lesson plans (original, adaptations)
- Long-term goals
- Military service documentation
- Performance evaluations
- Personal statements
- Philosophy (teaching and learning)
- Press releases
- Presentations (conferences)
- Project snapshots (contentspecific; diversity; multiculturalism; inclusion, etc.)
- Résumé (CV)
- Second language evidence
- Self-evaluation (inventory) outcomes; statements)
- Student portfolio samples
- Study guides
- Technology tools use (DropBox, productivity software, technical equipment, web pages, blog, wiki, Google sites, etc.)
- Transcripts
- Writing samples (guides, test items, sample projects, etc.)

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## GRAD CLASS SUMMARY

### Portfolio Development OEDP-5128

### **FIELD STUDIES OEDP-5218**

- **1A** Toolbox
- 1B Working Portfolio Artifacts Archive
- **2A** Working Portfolio Alignment & Conference
- **2B** Purpose, Design, Contents, Organization, & Conference

**3A/3B** Presentation Portfolio Construction

### AN EXAMPLE OF WHAT THIS PROCESS LOOKS LIKE

## Working Portfolio-Askwith

 $FS\ \#IA\ Toolbox\ \&\ Bibliography—Portfolio\ Development\ ^q\ Course, Department, Program:\ Clothing\ and\ Textile\ Design,\ CTE,\ Family\ \&\ Consumer\ Sciences\ ^q\ Name:\ Dawn\ Askwith,\ Plainfield\ Central\ High\ School,\ Plainfield\ ,\ IL\ ^q$ 

A. Portfolio Tools-PRINT	Title, Link, Standards Code:		
	CC.K-12.R.R.1, CC.9-10 and 11-12.R.L.1, CC.K-12.SL.4, CC.K-12.SL.1,		
	CC.9-10 and 11-12.SL.4, CC.9-10 and 11-12.SL.1.a, CC.K-12.MP.1,		
	CC.K-12.MP.3, CC.9-12.S.ID.3, HS-PS4-211		
• Book <sup>™</sup>	<ul> <li>Campbell, Dorothy M., et al. How to Develop A Professional Portfolio: Manual for Teachers, 6th edition. [CC.11-12.W.10 Range of Writing]</li> </ul>		
	Belgrad, Susan F. The Portfolio Connection: Student Work Linked to Standards		
	Rolheiser, Carol. The Portfolio Organizer: Succeeding with Portfolios in Your Classroom		
	Danielson, Charlotte. An Introduction to Using Portfolios in the Classroom <sup>II</sup>		
• Articles ¶	WWD: Women's Wear Daily - www.wwd.com - Fashion publication		
5	articles in an App to keep up with all the fashion news, shows and trends		
₹	The Cut - http://nymag.com/thecut/ - Fashion publication articles in an		
н	App that covers fashion shows from big fashion capitals of the world.  Includes photos and opinions by other designers		
B. Portfolio Tools-ELECTRONIC	Title, Link, Standards Code:		
	CC.K-12.R.R.1, CC.9-10 and 11-12.R.L.1, CC.K-12.SL.4, CC.K-12.SL.1,		
	CC.9-10 and 11-12.SL.1.c, CC.9-10 and 11-12.SL.1.d CC.9-10 and 11-		
	12.SL.4, CC.9-10 and 11-12.SL.1.a, CC.9-10 and 11-12.R.ST.3, CC.K-		
	12.MP.1, CC.K-12.MP.3, CC.9-12.S.ID.3, HS-ETS1-2, HS-ETS1-3, HS-		
	LS2-7, HS-PS3-3, HS-PS4-211		
Electronic Portfolio	Weebly - www.weebly.com - student portfolios		
4	Foliotek - www.foliotek.com - student portfolios		
п	Open School ePortfolios -		
	• Blurb - www.blurb.com - create and print an e-portfolio		
	Taskstream - www.taskstream.com - eportfolio site		
	Pathbrite - www.pathbrite.com - eportfolio site		
	• ThreeRing - www.threering.com - allows student and teacher feedback		
	for digital portfolios		

### RESOURCE



# Correlation between the **Danielson Framework for Teaching** and the **Interstate Teacher Assessment and Support Consortium** (InTASC) Standards

InTASC Standard	Framework for Teaching Component(s)	
#1. Learner Development	Domain 1: Planning and Preparation	
The teacher understands how learners grow	1b. Demonstrating Knowledge of Students	
and develop, recognizing that patterns of	1c. Setting Instructional Outcomes	
learning and development vary individually	1e: Designing coherent instruction	
within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.	Domain 3: Instruction 3c: Engaging students in learning	
#2: Learning Differences	Domain 1: Planning and Preparation	
The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.	1b. Demonstrating Knowledge of Students	
#3: Learning Environment	Domain 2: Classroom Environment	
The teacher works with others to create	2a: Creating an environment of respect and rapport	

#### Charlotte Danielson's FRAMEWORK FOR TEACHING

#### DOMAIN 1: Planning and Preparation

#### 1a Demonstrating Knowledge of Content and Pedagogy

- Content and the structure of the discipline Prerequisite relationships
- Content-related pedagogy
- 1b Demonstrating Knowledge of Students
  - Child and adolescent development Learning process Special needs • Students' skills, knowledge, and language proficiency • Students' interests and cultural heritage
- 1c Setting Instructional Outcomes
  - Value, sequence, and alignment Clarity Balance Suitability for diverse learners
- 1d Demonstrating Knowledge of Resources
- For classroom use To extend content knowledge and pedagogy Resources for students
- Learning activities Instructional materials and resources
- Instructional groups Lesson and unit structure
- 1f Designing Student Assessments
  - Congruence with instructional outcomes Criteria and standards
  - Design of formative assessments Use for planning

#### **DOMAIN 4: Professional Responsibilities**

- 4a Reflecting on Teaching
- Accuracy Use in future teaching
- 4b Maintaining Accurate Records
  - Student completion of assignments Student progress in learning Noninstructional records
- 4c Communicating with Families
  - Information about the instructional program Information about individual students
- Engagement of families in the instructional program
- 4d Participating in a Professional Community
  - Relationships with colleagues 
     Participation in school and district projects
- Involvement in culture of professional inquiry Service to the school
- 4e Growing and Developing Professionally
  - Enhancement of content knowledge and pedagogical skill
- Receptivity to feedback from colleagues Service to the profession
- 4f Showing Professionalism
  - Integrity/ethical conduct Service to students Advocacy
  - Decision-making Compliance with school and district regulation

#### **DOMAIN 2: The Classroom Environment**

- 2a Creating an Environment of Respect and Rapport
  - Teacher interaction with students, including both words and actions Student interaction with students, including both words and actions
- 2b Establishing a Culture for Learning · Importance of content and of learning
  - Expectations for learning and achievement Student pride in work

#### 2c Managing Classroom Procedures

- Instructional groups Transitions Materials and supplies
- Performance of classroom routines
- Supervision of volunteers and paraprofessionals

#### 2d Managing Student Behavior

- Expectations Monitoring student behavior
- · Response to student misbehavior

#### 2e Organizing Physical Space

- Safety and accessibility
- · Arrangement of furniture and use of physical resources

#### **DOMAIN 3: Instruction**

- 3a Communicating With Students
  - Expectations for learning Directions for activities
  - Explanations of content
  - Use of oral and written language

#### 3b Using Questioning and Discussion Techniques

- Quality of questions/prompts Discussion techniques
- Student participation

#### 3c Engaging Students in Learning

- Activities and assignments Grouping of students
- Instructional materials and resources Structure and pacing

#### 3d Using Assessment in Instruction

- Assessment criteria Monitoring of student learning
- Feedback to students
- Student self-assessment and monitoring of progress

#### 3e Demonstrating Flexibility and Responsiveness

- Lesson adjustment Response to students
- Persistence

#### Charlotte Danielson's FRAMEWORK FOR TEACHING Business Ownership, Shannon McCarthy, Bolingbrook HS DOMAIN 1: Planning and Preparation **DOMAIN 2: The Classroom Environment** 1a Demonstrating Knowledge of Content and Pedagogy 2a Creating an Environment of Respect and Rapport \*Syllabus, Demonstrations, Continuing Education courses and workshops in content Career Cruising Activity resources and job aid, College Research Project resources and job aid, Completing a Semester Class Schedule samples, Presentation: How to Get a Job tools and resources 1b Demonstrating Knowledge of Students •INSTRUCTIONAL PORTFOLIO: Resume, Cover Letter, Introduction, Who am I? 2b Establishing a Culture for Learning 1c Setting Instructional Outcomes •STUDENT PORTFOLIO: Instruction, Demonstration, Examples, and Rubric •EVIDENCE & ARTIFACTS: Career Cruising Activity, College Research Project, Completing a Semester 2c Managing Classroom Procedures Class Schedule, How to Get a Job presentation Numerous Standard Operating Procedures (SOPs) and Job Aids for safety, expectations, project management tools, and technical writing, etc. 1d Demonstrating Knowledge of Resources \*Numerous Toolbox bibliographies of current content topics and concepts: CCSS, NGSS, etc. 2d Managing Student Behavior 1e Designing Coherent Instruction •Numerous SOPs and Job Aids for safety, expectations, project management tools, •Activities: Career Cruising, College Research Project, Completing a Semester Class Schedule, and technical writing, etc. Presentation: How to Get a Job 2e Organizing Physical Space 1f Designing Student Assessments Student Organization of and Higher Order Thinking Processes PROJECTS: Marketing Project manufacturing space, tools, technology, budgeting project Career Cruising Activity parameters, College Research Project rubric, Completing a Semester Class Schedule Activity. Presentation: How to Get a Job rubric **DOMAIN 3: Instruction DOMAIN 4: Professional Responsibilities** 3a Communicating With Students 4a Reflecting on Teaching \*STUDENT PORTFOLIO Instructions and Rubric: Portfolio purpose, Career Cruising Activity, College \*Mission & Vision Statement, Strengths & weaknesses instruments and reflection Research Project, Completing a Semester Class Schedule, Presentation: How to Get a Job, Partner Project 4b Maintaining Accurate Records \*STUDENT PORTFOLIO: Instructions and Rubric 3b Using Questioning and Discussion Techniques 4c Communicating with Families \*Partner Project: Student Interviews practice sessions, Presentation: How To Get a Job practice \*INSTRUCTIONAL PORTFOLIO: Mission Statement and Vision Statement, Letter of Introduction activity for student portfolio. Who am I? Activity 3c Engaging Students in Learning 4d Participating in a Professional Community Career Cruising Activity, College Research Project, Completing A Semester Class Schedule, How to get a Job Presentation, Partner Project—Student Interviews, Marketing Project Management INSTRUCTIONAL PORTFOLIO: Resume 4e Growing and Developing Professionally 3d Using Assessment in Instruction \*INSTRUCTIONAL PORTFOLIO: Resume, Cover Letter, Who Am I? Activity, 2- to 5-\*STUDENT PORTFOLIO: Portfolio Rubric. Basic portfolio elements quide. Activity parameters. Marketing year plan, Letter of Introduction, Strengths and Weaknesses Project Rubric, Portfolio Project for a class grade 4f Showing Professionalism 3e Demonstrating Flexibility and Responsiveness

\*Career Cruising Activity options, College Research Project options, Completing A Semester Class Schedule optional tools, Presentation: How to Get a Job options, Partner Project – Student Interviews

•INSTRUCTIONAL PORTFOLIO: CTE Program descriptions; PORTFOLIO: Resume, Cover Letter,

Strengths and Weaknesses, Continuing Education workshops and courses

#### Charlotte Danielson's FRAMEWORK FOR TEACHING Culinary Arts I, Colleen Karrigan, Bolingbrook HS

#### DOMAIN 1: Planning and Preparation

#### 1a Demonstrating Knowledge of Content and Pedagogy

\*Syllabus, Demonstrations, Continuing Education courses and workshops in current content

#### 1b Demonstrating Knowledge of Students

\*INSTRUCTIONAL PORTFOLIO: Resume, Cover Letter, Introduction, Who am I? Activities,

#### 1c Setting Instructional Outcomes

\*EVIDENCE & ARTIFACTS: Recipes/Labs logs and reflections, DEMO & FLIPPED CLASSROOM: Knife Skills demo, Food Garnish, Poultry Fabrication, Mother Sauces; PROJECTS: Regional and International, Dessert Challenge, Instruction and Rubric for Student Portfolio (as a grade)

#### 1d Demonstrating Knowledge of Resources

merous Toolbox bibliographies of current content topics and concepts: CCSS, NGSS, etc.

#### 1e Designing Coherent Instruction

\*Activities: Recipes/Labs with evidence, Knife Skills, Food Garnish, Poultry Fabrication, Mother Sauces, Regional and International Project, Dessert Challenge, Instruction and Rubric for Portfolio as a grade

#### 1f Designing Student Assessments

\*Recipes/Labs with evidence; DEMONSTRATIONS: Knife Skills, Food Garnish, Poultry Fabrication, Mother Sauces, Regional and International Project, Dessert Challenge, Instruction and Rubric for Portfolio as a grad-

#### **DOMAIN 3: Instruction**

#### 4a Reflecting on Teaching

\*Mission & Vision Statement, Strengths & weaknesses instruments and reflection
 4b Maintaining Accurate Records

\*STUDENT PORTFOLIO: Instructions and Rubric 4c Communicating with Families

**DOMAIN 4: Professional Responsibilities** 

•INSTRUCTIONAL PORTFOLIO: Mission Statement and Vision Statement, Letter of Introduction

#### 4d Participating in a Professional Community

INSTRUCTIONAL PORTFOLIO: Resume

#### 4e Growing and Developing Professionally

\*INSTRUCTIONAL PORTFOLIO: Resume, Cover Letter, Who Am I? Activity, 2- to 5year plan, Letter of Introduction, Strengths and Weaknesses

#### 4f Showing Professionalism

INSTRUCTIONAL PORTFOLIO: CTE Program descriptions; PORTFOLIO: Resume, Cover Letter, Strengths and Weaknesses, Continuing Education workshops and courses

#### 3a Communicating With Students

\*STUDENT PORTFOLIO: Instructions and Rubric: Knife Skills demonstration, Food Garnish demonstration and project, Poultry Fabrication evidence, Mother Sauces project, Final Recipe Evaluations, Regional and International Food Project, Dessert Challenge Project

\*Student Organization of and Higher Order Thinking Processes Projects: Knife Skills evidence, Food garnish projects, Poultry fabrication evidence, Mother sauce project, Recipes/Final Product, PROJECTS: Regional and International Food Menu Project, Dessert Challenge

\*Recipes/Labs with evidence; DEMONSTRATIONS: Knife Skills, Food Garnish, Poultry Fabrication, Mother

Sauces. Regional and International Project, Dessert Challenge, Instruction and Rubric for Portfolio as a grade

Numerous Standard Operating Procedures (SOPs) and Job Aids for safety, sanitation, expectations, project management tools, and technical writing, etc.

Numerous SOPs and Job Aids for safety, sanitation, expectations, project management tools, and technical writing, etc.

#### 3b Using Questioning and Discussion Techniques

**DOMAIN 2: The Classroom Environment** 

\*STUDENT PORTFOLIO: Portfolio Instructions and Rubric

2a Creating an Environment of Respect and Rapport

2b Establishing a Culture for Learning

2c Managing Classroom Procedures

2d Managing Student Behavior

2e Organizing Physical Space

#### \*Front of the House questioning process Engaging Students in Learning 3c

\*Knife Skills evidence, Food Garnish project, Poultry Fabrication evidence, Mother Sauces project, Final Recipe evaluations, Regional and International Food project, Dessert Challenge project

#### 3d Using Assessment in Instruction

\*STUDENT PORTFOLIO: Knife Skills evidence, Food Garnish project, Poultry Fabrication, Mother Sauces project, Recipes and Final product photos, Regional and International Food project, Dessert Challenge project, Principal's Luncheon, Holiday Staff Breakfast, Catering opportunities, Portfolio Project for a class grade

#### 3e Demonstrating Flexibility and Responsiveness

\*Knife Skills evidence options, Food Garnish project tied to a specific audience, Poultry Fabrication evidence to standard and specific application, Mother Sauces project to standard, Final Recipe evaluation Regional and International Food project options, Dessert Challenge project options, 2- to 5-year plan

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Manufacturing 1 Syllabus & Course Outline

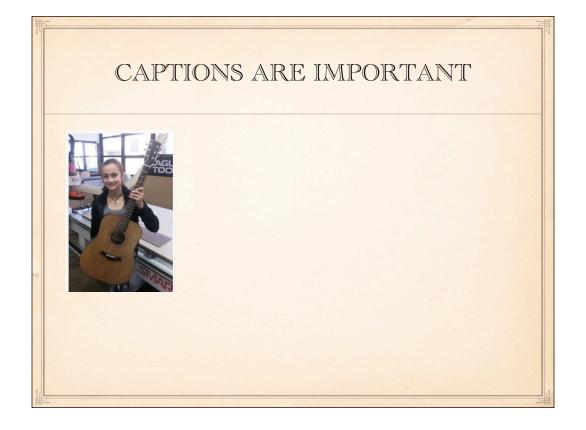
Advanced Manufacturing Career Flyer

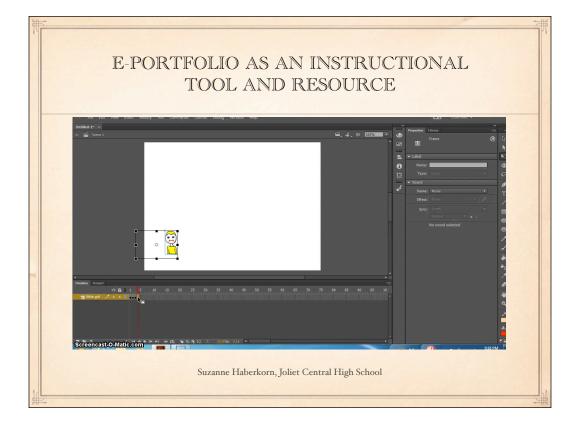
See Other Student Projects



Manufacturing 1 is designed to reinforce and bring together the skills learned in Orientation to Technology, Drafting/CAD 1.Students learn record keeping, safety, material selection, material handling, precision measurement, bench operations, problem solving, computer design, prototyping, combination, separation, and finishing process skills learned in the previously mentioned classes. Students will use traditional equipment to produce the a product. Additional skills will be developed in business fundamentals, tearnwork, leadership, marketing, planning, organizing, and decision making. In addition, students are exposed to many career opportunities in the field of industrial production and manufacturing. Students will gain knowledge in methods of joiner, finishing, selection and installation of hardware. In concepts of corporate structure, management, research and development, JIT mass customization, marketing, and servicing. The class is designed to prepare students for the world of work, advancement to the local community college, or a four-year university.

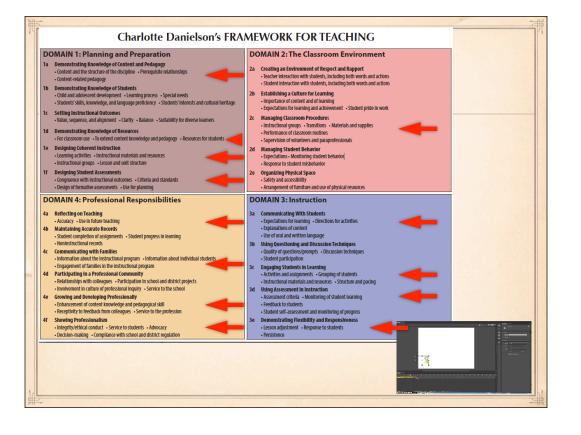
http://marksmitheducate.weebly.com/manufacturing-1.html





## DISCUSSION QUESTION

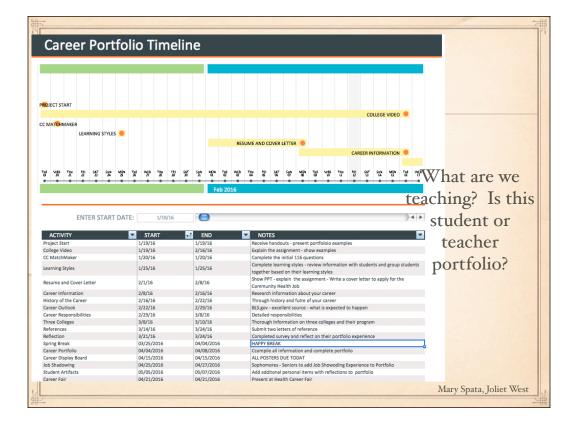
Using your Danielson Domain's handout, identify where this lesson might fall in the various domains.



# DISCUSSION QUESTION

Why does the activity on the previous slide lend itself to so many domains in Danielson?





### HEALTH CAREER PORTFOLIO

### Contents

- Introduction College Video
- Resume and Cover Letter
- Career Cruising
- Career Interest Rank
- Ability Profiler
- Learning Style
- Assessment Profile
  - Scores Explore, Plan, Act

Mary Spata, Joliet West

### Contents

- Career Portfolio
- Career Information
- · History of the career
- Career Outlook
- Career Responsibilities
- My THREE colleges
- References
- Reflection
- Career Fair
- Job Shadowing/ Internship/ Mentorship
- Reflection Statement

#### PORTFOLIO Student Content & Sequence

√	BASIC Requirements	1	OPTIONAL Items
	Cover page		Informal Learning (skateboarding, chess, blogging)
	Table of Contents*		Interest Inventory Results
	Letter of Introduction  • Biography, highlights of the portfolio		Community Service / Volunteer Work
	Letter of Recommendation (or References)		Internship
	Résumé		Video, Audio, Photographs (projects, mock interviews)
	Research / Technical Report**		Report Cards
	Rubric		Project Timeline
	Other:		Student Organizations (CTSOs)
			Other:
			Other:
	of Content Categories Idemic & Career Work Samples (projects, awards, etc.)		rch / Technical Report Options chool Observation Report

- Academic & Career Work Samples (projects, awards, etc.)
  Work Experiences & Skills
  Job Shadow, Internship, Co-op
  Credentials, Certificates (CPR, EMS, ServSafe, A+, QuickBooks, CNA, ECE 1, MOS, ASE, Vet Tech, etc.)
  School Activities & Offices
- Community Participation
- Communication Skills (R, W, S, L)

- Tre-scrool observation report
   Cookbook with pictures & captions
   Internship, Co-op, Job Shadow Reflections
   Drawings with legends & narrative
   Designs with callouts & details

- Business Plan

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#### Portfolio Resources

#### WER-

Danielson Group. The Framework for Teaching, 2013 edition http://www.danielsongroup.org/framework/

Ray Cerwinski Online Teaching Portfolio Example http://www.raycerwinski.com/

#### DIGI[cation] ePortfolios

https://www.digication.com

ghschool/Senior%20Portfolio.pdf

Durango HS, Durango, CO: Requirements & College & Career Template http://dhs.durangoschools.org/senior-portfolio-requirements-0 http://dhs.durangoschools.org/sites/default/files/documents/durangohi

Early Childhood Portfolio & Career Development Guide, New York State http://www.earlychildhood.org/cdrg/grep\_employ.cfm

#### GitHub: Web & App Development Portfolio

https://github.com/

#### Google Sites: Basic ePortfolio Tutorial

https://www.youtube.com/watch?v=CQbW\_0i29Vk

#### ISTE Electronic Portfolio Templates

http://electronicportfolios.com/nets.html
http://electronicportfolios.com/nets-t/intro.html

#### Pathbrite ePortfolios & Dominic Fiorello Studio Example

https://pathbrite.com/#edu https://pathbrite.com/portfolio/Pd45uPIKv/domenic-fiorello-studio

#### Taskstream ePortfolios & Loyola University Chicago Example

https://www1.taskstream.com/solutions/eportfolios https://www1.taskstream.com/case-study/loyola/

#### Weebly Portfolio Example

http://jenjonesportfolio.weebly.com/standard-i.html

#### WordPress Example

https://hilaryanthamatten.wordpress.com/technology-projects/

#### PPINIT

Campbell, Dorothy M., et al. How to Develop a Professional Portfolio: A Manual for Teachers, 6th edition. Pearson 2014.

Littkey, Dennis and Samantha Grabelle. The Big Picture: Education Is Everyone's Business. ASCD 2004. [The MET Schools, Providence, RI]

#### RUBRIC

University of Wisconsin—Stout ePortfolio Rubric

https://www2.uwstout.edu/content/profdev/rubrics/eportfoliorubric.html

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## QUESTIONS?

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