

“What goes in my portfolio?”

The answer depends on which phase of the Teacher Education Progression (TEP) you’re interviewing for, and whether you are an Undergraduate or Master’s candidate. The list below tells you what should be in your portfolio at different points in the progression. Some professional statements about a standard are updated at later points in the progression (so, for example, undergraduates will write three statements for Standards 1,2,4 by the time they graduate).

SEND FOR REVIEW your portfolio; don’t Share it. Portfolios are due a week prior to the TEP I and two weeks prior to the TEP II interview.

For TEP I (MAE candidates do not have requirements for TEP I):

1. Completed autobiography, with up-to-date resume attached;
2. Professional statements on:
 - a. Standard 1 Subject matter knowledge
 - b. Standard 2 Learning theory
 - c. Standard 3 Diverse Learners, and
 - d. Standard 4 Instructional strategies.
3. complete the “courses taken” sections for all standards; and
4. add any “artifacts” (papers, presentations, reflections, assignments) related to any and all standards to which the artifact applies (you’ll see an artifacts section on each page in the portfolio with instructions).

For TEP II Every candidate must:

1. Update their autobiography and resume;
2. Update the “courses taken” sections for all standards;
3. Attach at least one sample lesson plan in **Standard 7** Planning Instruction as an artifact;
4. Attach an Assessment Plan in artifact section of **Standard 8** Assessment; and
5. Add/update “artifacts” (papers, presentations, reflections, assignments) related to the standards. Remove older artifacts if you have newer or better material.

Undergraduate Candidates (only) **must ALSO** include in addition to 1-5 above:

Update professional statements on:

- a. Standard 1: Subject matter knowledge
- b. Standard 2: Learning theory, and
- c. Standard 4: Instructional strategies;

MAE candidates (only) **must ALSO** include in addition to 1-5 above:

- a. Professional Statements for **Standards 1, 2, 3, 4, and 7**; and
- b. A Classroom Management plan as an artifact under **Standard 5** Learning Environment.

For Program Completion (all of the above, updated where relevant, plus):

1. Updated autobiography and resume;
2. Graduating statements of belief for ALL standards (updated where applicable);

3. any “artifacts” you have related to the standards, especially from student teaching. Update older artifacts if you have newer or better material.

Frequently asked questions:

Can I put a course or an artifact under more than one standard?

Yes. Read the description of the standard at the top of each page, and the Candidate proficiencies related to the standard at the bottom of each page. The candidate proficiencies detail the knowledge, dispositions, and skills (performances) for each standard. If your coursework touches on the proficiencies, or the artifact demonstrates any of the “K” (knowledge) items, put the information under the standard. For example, since ED201 is an overview of the profession, you will probably find your self placing ED201 under several of the standards.

If I have another degree or attended another school, can I use those courses and coursework in the portfolio?

Absolutely. Your portfolio should demonstrate all you know about the subject you want to teach, and all you know about pedagogy and the realities of schools and schooling, regardless of where you learned it.

What if I am in a course at the time of the interview and haven’t completed work I can include as an artifact? (For example, candidates may be in the Classroom Management course and have not completed a Classroom Management Plan by the time of the interview).

Put an explanation in the artifacts section to that effect. Upload the artifact as soon as it is complete.

What if I completed my undergraduate degree a long time ago and don’t have artifacts for Standard 1?

Scan and upload your transcript for one artifact. Scan and upload your Praxis II Content area test score as another artifact.