Professional Portfolio Guide
The Portfolio

The student portfolio is truly the centerpiece of your work in the Program in Teacher Preparation, because it will contain evidence that you have met the standards of both the Program and the New Jersey Department of Education and are, therefore, entitled to receive professional licensure as a teacher. This evidence will be assembled during the entire time that you are enrolled in the Program and will consist of a wide variety of artifacts that demonstrate your skill development and document your reflections on your own work and on issues in the profession. Your portfolio will be developed with the guidance of your advisor from the Program in Teacher Preparation. It will begin with the materials you submit for admission to the Program and continue through your practice teaching experience. The required contents of the portfolio are outlined herein. It is very important for you to be mindful of your developing portfolio as you progress through the Program and to be alert to opportunities and experiences that can generate artifacts for all ten of the New Jersey Professional Standards and the eleventh Program Standard.

Organizing the Portfolio

Your portfolio will have two sections organized according to the framework presented below. In the first section, Reflection Upon Evidence and Artifacts, you will reflect upon your level of competency and achievement as evidenced by the artifacts you have submitted for each of the eleven standards (the ten New Jersey Professional Standards for Teachers and the eleventh Program Standard). The text of the standards should guide the content of your reflection for each standard. Your reflection in the area of Knowledge and Understanding should provide a brief description of the submitted artifacts, indicate where or how the artifacts were generated, describe their physical location in the portfolio, and discuss how the artifacts demonstrate your teaching proficiency as described by the text of the standards. The same process should be applied to the areas of Values and Commitments and Performances and Activities for each standard. Because performances and activities are determined by choices that are directly influenced by values and commitments, you should submit the same artifacts for both areas and write a single reflection that concurrently and coherently addresses both of these standard areas, specifically addressing how your performances and activities reflect your values and beliefs as a teacher. The reflection sheets for each of the eleven standards will become part of your permanent file in the Program in Teacher Preparation. You should use the New Jersey Professional Standards for Teachers and the eleventh Program Standard to guide your selection of artifacts and the writing of your reflection. The second section of the portfolio, Evidence and Artifacts, contains the actual artifacts themselves. For most standard areas there will be one or more required artifacts from various areas of the program, and you will be able to submit additional artifacts of your choosing to supplement the required materials. The asterisked items that appear in the outline below also will become part of your permanent file along with the reflection sheets for each standard.

Your portfolio will be formally reviewed on two occasions during the Program: an “initial” evaluation that will occur at the end of the Pre-Professional Program, and a “final” evaluation that will occur at the end of the Professional Semester when you have completed your practice teaching.
Portfolio Artifacts

You are required to submit the listed artifacts for the Knowledge and Understanding area of each standard and also for the combined areas of Values and Commitments and Performances and Activities for each standard. There are required artifacts for each standard drawn from different areas of the program, and these required artifacts will be complimented by artifacts of your own choosing. You should use the New Jersey Professional Standards for Teachers and the eleventh Program Standard to guide your selection of artifacts and the writing of your reflection. **You may use the same artifact for more than one standard area.**

**Student Names.** In order to ensure the privacy of the individuals in the schools that hosted you for field experiences and Practice Teaching, please be sure to remove the names of individuals in the schools from any documents that you submit in your portfolios. You may use pseudonyms, but do not use initials or actual names (even just first names).

**Second Certificates.** Students who are applying for a second certificate through our program should make sure that, in addition to the evidence from the first certificate area, evidence from the second certification area is presented for the following standards: 1, 4, 5, 6, and 8. Evidence from either or both certificate areas may be presented for the other standards.

**Self Assessment.** You should also create a Professional Portfolio Self Assessment in Tk20 (you will find an artifact template of the same name), respond to the three questions in the template, and then attach the artifact to the "Self Assessment" tab of the Professional Portfolio.

The artifact requirements are:

1. **Subject Matter Knowledge**
   
   **Knowledge and Understanding:**
   
   1) PSY 307 essay on cognition and thinking within the disciplines;
   2) Laboratory products on literacy and numeracy from TPP 301 AND TPP 401.
   3) Interdisciplinary laboratory products from TPP 301;
   4) Evidence of your content preparation as defined by the New Jersey Core Curriculum Content Standards and as defined by the following:
      a. Elementary: Include lessons and accompanying assessments from each content area taught;
      b. Sciences: Include coursework or other artifacts for NJCCCS 5.1, 5.2, 5.3, and 5.4 and for 5.5 through 5.10 as appropriate for the area of certification;
c. All other areas: Submit coursework or other artifacts to demonstrate knowledge for each NJCCCS standard in each area of certification;

5) Undergraduate transcript*;
6) Overall GPA* and your GPA for the required content courses for your certification area(s);
7) PRAXIS scores*;
8) One or more artifacts of your choosing (optional).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) Specific lessons and assessments as specified in item #4 above.
3) One or more additional artifacts of your choosing (required).

2. Human Growth and Development

Knowledge and Understanding:
1) One or more work products from PSY 307;
2) Personal education history from TPP 401;
3) Student Case Study from TPP 401;
4) One or more additional artifacts of your choosing (optional).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) One or more additional artifacts of your choosing (required).

3. Diverse Learners

Knowledge and Understanding:
1) Work product from the Linguistic Diversity laboratory in TPP 301;
2) Collected reading responses from TPP 401;
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) Student Case Study from TPP 401;
3) School Portrait from TPP 401;
4) One or more additional artifacts of your choosing (optional).

4. Instructional Planning and Strategies

Knowledge and Understanding:
1) One or more work products from TPP 301 resulting from your interactions with your Content Instruction Specialist;
2) Collected reading responses from TPP 401 (literacy, numeracy, and special education);
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) One or more additional artifacts of your choosing (required).

5. Assessment
Knowledge and Understanding:
1) One or more work products on assessment from PSY 307;
2) Reflection on rubric development with your Content Instruction Specialist from TPP 401;
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) Pre- and post-test analysis and rubric from TPP 402 Unit Plan;
2) Journals or reflections on assessments from TPP 402;
3) One or more additional artifacts of your choosing (optional).

6. Learning Environment
Knowledge and Understanding:
1) Third observation paper from PSY 307;
2) Journal entry from TPP 301 observation;
3) School portrait from TPP 401;
4) One or more additional artifacts of your choosing (optional).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) One or more additional artifacts of your choosing (required).

7. Special Needs
Knowledge and Understanding:
1) One or more work products from special education lab in TPP 301;
2) Reflection from TPP 401 on special needs;
3) One or more work products from TPP 402;
4) One or more additional artifacts of your choosing (optional).

Values and Commitments and Performances and Activities:
1) Unit plan from TPP 402;
2) One or more additional artifacts of your choosing (required).

8. Communication

Knowledge and Understanding:
1) Journal from TPP 301 observation;
2) Collection of reading responses from TPP 401;
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) A 10 minute (suggested length, may be in the form of one or more segments) video clip from your teaching in TPP 402.
2) One or more additional artifacts of your choosing (required).

9. Collaboration and Partnerships

Knowledge and Understanding:
1) Work product from the Linguistic Diversity Laboratory in TPP 301;
2) Reflections from PTO and Board meetings from TPP 402;
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) Parent communication log from TPP 402;
2) One or more additional artifacts of your choosing (required).

10. Professional Development

Knowledge and Understanding:
1) Annotated bibliography entries on pedagogy;
2) Journal response from a professional development workshop;
3) One or more additional artifacts of your choosing (required).

Values and Commitments and Performances and Activities:
1) Evidence of membership in a national education organization;
2) One or more additional artifacts of your choosing (required).

11. Professionalism (Note: This standard does not have sub-areas.)

1) Your host teacher evaluation from TPP 301;
2) Your evaluations from TPP 402*;
3) One or more additional artifacts of your choosing (required).
The following is a list of potential artifacts that you might consider choosing for submission in your portfolio.

**Evidence and Artifacts**

- **Personal Philosophy**
  - Your beliefs about “excellent teaching” that you submitted with your PTP application.
  - Your core beliefs developed in TPP 301.
  - Your personal philosophy statement developed in TPP 401.

- **Classroom Field Work**
  - Logs documenting dates and time of classroom observations, teaching assignments, and other field experiences from PSY 307, TPP 301, TPP 401, TPP 401 and from any other school visits that you might do.
  - Notes, reflections, and observation reports (on formal observation forms when required or taken informally) taken from the Introductory Practicum, PSY 307, TPP 301, TPP 401, TPP 402, or from any other school visits that you might do.
  - Analysis and/or reflection on videotapes of your own teaching taken during TPP 301, TPP 401, or from other times when you have taught in a K-12 classroom.
  - Evidence of interactions with parents (including telephone logs and written correspondence such as newsletters or individual notes, etc.).
  - Journal Reflections from TPP 301, TPP 401 and TPP 402, including reflective pieces on classroom observations, faculty meetings, PTO meetings, school board meetings, involvement in extra-curricular activities, classroom management, differentiation of instruction, staff interactions, thinking and research for lesson development, etc.
  - Written evaluations of formal teaching experiences from supervisors and/or cooperating teachers in TPP 301 and TPP 401.*
    - Items from the lessons you taught in TPP 301.
    - A case study of a student done for TPP 401

- **Course Binder**
  - Items and teaching materials from the Course Binder
developed in TPP 401 and TPP 402.

- **Artifacts from Outside of PTP Formal Coursework**
  - Independent work done outside of the Program or in conjunction with the Program (for example, work done with your Content Instruction Specialist, tutoring through SVC, etc.)
  - Academic products (for example, papers, course notes, or other written assignments) taken from courses in or outside of the Program that are especially relevant to the New Jersey Professional Standards
  - Any other materials (including anecdotal accounts) that you consider as evidence

- **Annotated Bibliography**
  Books, articles, and other media that have helped your understanding of teaching and learning arranged by the New Jersey Professional Standards.
Evidence and Reflection

You will provide a reflection of the evidence you submit in your Professional Portfolio by creating a reflection artifact for each of the eleven standards in Tk20. In your reflections you should do the following for the headings of "Knowledge and Understanding" and "Values and Commitments and Performances and Activities":

1) specifically name the evidence you are submitting for the standard that is relevant for the heading,
2) describe the exact location of the evidence in the portfolio (documents can be attached to the reflection artifacts themselves or to other artifacts submitted for the relevant standard), and
3) provide several sentences to describe how the submission demonstrates your proficiency as described by the indicators for that area of the standard (for evidence under the heading of "Values and Commitments and Performances and Activities," be sure to explain how the evidence demonstrates both your performance proficiency and the underlying values you possess as a teacher).

In addition, you should, in the provided text box, describe any areas in which you feel you especially need to grow in order to meet the indicators from that standard. You do not need to cite evidence for this “need” section, but you are welcome to do so. You should use the New Jersey Professional Standards for Teachers and the eleventh Program Standard as the rubrics to guide your selection of artifacts and the writing of your reflections.