



Portfolio Requirements

	Unacceptable	Lacking one or more required elements	Complete – includes all key elements and a meaningful reflection
OVERVIEW			
Cover Page Present a general introduction of yourself, including "Uniquely Me" details which illustrate how you stand out from others as a unique individual and competent teacher. Must be professional and thoughtfully presented.			
Resume Provide a link to your resume (in PDF format); the resume should document significant job and educational experience and be attractively formatted. It should also list which teaching certificates and endorsements and their effective date(s).			
Personal Philosophy of Education Documents During your education program you have drafted and re-drafted a personal philosophy of education a number of times (EN201/EN501, EN209/EN509, etc.). Provide links to each of these different versions noting the date and course. A review of these documents should reveal the evolution of your perspective over time.			
Field Placement Information Provide a list of all of your field placements along with links to photo or online videos. (Be sure to remove any confidential or identifying student information!) Write a reflective summary about each experience.			
PSMT (Professional Standards for Michigan Teachers)			
1 - Subject Matter Evidence & Reflection Provide evidence of strong subject-matter knowledge and an understanding and appreciation of general and liberal arts including English, literature, humanities, social sciences, mathematics, natural or physical sciences, and the arts. (Suggested artifacts: Transcripts, test scores, assignments and other academic work, especially from multicultural, history, and philosophy classes, award certificates.)			
2 – Pedagogy Evidence & Reflection Provide evidence of the ability to apply knowledge of human growth, development, and learning theory to design and implement instruction; assess learning and differentiate instruction; design, adopt, implement, and advocate for accommodations including assistive communicative devices, assistive technologies, and multiple strategies to meet the needs of all students. (Suggested artifacts: lesson and unit plans, sample K-12 student work, EN406/506 or EN408/508 classroom management plan, entries from field experience journals, field supervisor evaluations, and related course assignments or research papers.)			
3 - Content Area Instruction Provide evidence of the ability to teach well in your certification and endorsement areas including development of lessons which are aligned with Michigan K-12 standards, which actively engage students and encourage higher-level thinking, and which make real-world, global connections. (Suggested artifacts: assignments and			

course projects, unit and lesson plans, sample K-12 student work, journal reflections from content-area field placements, and MTTC test scores.)			
4 - Learning Environment Create and maintain an effective learning environment which conveys respect for all participants, promotes positive collaboration, communicates high expectations, and makes good use of instructional time. (Suggested artifacts: related course assignments or research papers, classroom management plan from EN406/506 or EN408/508, entries from field experience journals, and field supervisor evaluations.)			
5 - Professionalism Provide evidence of your commitment to lifelong learning and on-going professional development, and of your ability to work well with other teachers, parents/guardians, students, and administrators. (Suggested artifacts: documentation of participation in parent/teacher conferences, attendance at staff meetings, conference and workshop attendance, subscriptions to professional journals, membership in education-related associations, related course assignments or research papers, journal or responsive reading reflections, classroom newsletters, email correspondence, and practice or sample IEP reports – WITHOUT any identifying student information.)			
6 - Community Connections Participation in and support of professional, local, state, national, and global communities which work to improve the educational system at all levels. (Suggested artifacts: course work related to the history of education (schooling and society), membership in community organizations, workshop and conference attendance, professional presentations, participation in community events such as Special Olympics, volunteer tutoring, and other volunteer organizations.)			
7 - Technology Provide evidence of your ability to use technology to enhance learning, personal/professional productivity, and communication including your experience(s) with online teaching and learning. (Suggested artifacts: technology-rich lesson plans, PowerPoint presentations, email correspondence, spreadsheet documents, registration in Michigan LearnPort, participation in online learning activities, blogs, wikis, journal reflections, and related course assignments or project work.)			
Misc. Requirements			
Attractive Formatting The portfolio must be attractively presented in a professional format.			
Correct Spelling and Grammar The portfolio and all of its components should be free of any spelling, typographical, or grammatical errors.			
Appropriate Use of Graphics, Photos, and Video Links Inclusion of photos, images, and videos is encouraged, but must be used appropriately (see below).			
Adherence to Legal and Ethical Guidelines No identifying information such as children's names should be used; photos of children may only be included with parental notification and permission. Use of logos or professional images must include copyright acknowledgements.			