

What to Put in the Electronic Professional Portfolio

1. Title Page

- Your Name
- Professional Portfolio
- Master's in Education, Reading Specialist (also add ESL endorsement if that is part of your program)
- Concordia University, Nebraska
- Date

Simply use the exact words stated above and insert your name in the first slot.

2. Table of Contents

Note the chronology of the electronic portfolio; page numbers are not required.

Use the 7 topical designations shown in this outline (Title Page, Table of Contents, Vita, Professional Resume, Conceptual Framework Outcome—Teaching, Conceptual Framework Outcome—Leading, and Conceptual Framework Outcome—Learning).

3. Vita

Simply put in a copy of the vita that you developed for Educ 501. Include a paragraph in each section in which you update the information and reflect on progress during your master's program.

Cut and paste your original vita into the electronic document. After each subtopic, write a brief update and reflection.

4. Professional Resume

You may use any format that you desire.

5. Conceptual Framework Outcome—Teaching

Include your practicum case study report and code it as follows:

T1 (skill in planning), T2 (designs valid instructional methods), T3 (assesses and evaluates learner progress), T5 (integrates professional knowledge and research), T8 (applies learning theory)

Put the coding at the top of the first page of the artifact.

Cut and paste your case study report into the electronic document. At the top of the first page, simply type T1, T2, T3, T5, T8. You do not have to code individuals portions of the case study.

6. Conceptual Framework Outcome—Leading

Include a copy of a presentation that you have given. Code this artifact as follows:

LD2 (communicates effectively), LD5 (consults and collaborates with others—if this was a team presentation)

Put the coding at the top of the first page of the artifact.

Cut and paste a presentation you have developed into the electronic document. At the top of the first page, simply type LD2, LD5. You do not have to code individual portions of the presentation.

7. Conceptual Framework Outcome—Learning

Include a copy of your research proposal from Educ 595 and code as follows:

LR5 (practices lifelong learning), LR7 (demonstrates specialty depth of knowledge)

Put the coding at the top of the first page of the artifact.

Cut and paste your research proposal into the electronic document. At the top of the first page, simply type LR5, LR7. You do not have to code individual portions of the research proposal.

Please submit all of the portfolio in electronic format. This may easily be done by simply “cutting and pasting” your artifacts into the body of a Word document.

Submit to your instructor via email.