Part Four: Your E-Portfolio*

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Figure 1: Young boy in Port Harcourt, Nigeria

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1 Service Project

Congratulations on the completion of your Service Project!

When your mentor says you're "Ready," post the following parts of your Service Project to your electronic Teaching Portfolio (E-Portfolio) in the section named "Service Project":

- Letter of Intent
- Calendar
- Presentation Statement
- Any 2 Observation Journal entries
- Any 2 Sparks Journal entries
- Service Project Reflection
- Field Advisor's Letter

Reminder: To post your work in your E-Portfolio, go to your disk or hard drive where you have saved your assignments, and open up the document that contains your written work for your Service Project.

You will now take the written pieces out of the assignment-template that you originally typed them into and place your words in a new Word document that you create now.

Here's how to do it:

- 1. Open a new, blank Word document and name it "Service Project." Go to your original document where you typed the Letter of Intent, Calendar, Presentation Statement, any 2 Observation Journal entries, any 2 Sparks Journal entries, and Service Project Reflection. Highlight the text you wrote. Copy it and paste your words into the newly-created Word Document called "Service Project." Save this new document. (Be sure to label each part of the Service Project Letter of Intent, Calendar, etc.)
- 2. When you're done, you will have a new document called "Service Project." Next, follow the instructions in Part One of Course 5 under the section "Posting Your Work" to review how to post material to your E-Portfolio.

To access your E-Portfolio, click here¹.

2 Résumé

A résumé is a one-page written document listing and describing your professional work life starting with your current job and going back in time to your first job. There are many different ways to create a résumé in terms of how it looks. The content, however, usually includes:

Professional Experience

- Job title
- Name of the school or organization where you work or worked
- Location
- Short description of your responsibilities using action verbs such as "Developed," "Coordinated," "Initiated," "Taught," etc.
- Dates you worked there
- Other Work Experience

Education

- List the names of the schools you attended
- Location
- What you studied

 $^{^{1}}$ http://64.78.30.9/new/myteaching.php

- Graduation date
- Degree received
- Professional workshops or conferences you've attended (optional)

Interests (this section is optional) - Here, you can list:

• Hobbies, extracurricular activities, special interests, travel, etc.

To view sample resumes², visit the E-Portfolio site and see what others have created..

3 Creating Your Resume

- 1. Create your résumé in a new Word document and save it.
- 2. Send it to your learning circle and to your mentor.
- 3. After looking at other people's résumés and getting feedback from your mentor about your own, revise your résumé.
- 4. Before posting your resume, add your References and Letters of Recommendation in the same document and save it all as one document.

4 References

Choose 3 people who know you well professionally, and ask them if they will be a reference for you when you apply for jobs, fellowships, or any other professional opportunities you may seek.

- 1. List their names, titles, school/organization they are connected to, location of that school/organization, and contact information. Ask your reference what telephone number, address, and email they would like you to list. (Only list the ways in which the person wishes to be contacted.)
- 2. Put these references on the second page of the document you created for your résumé. To see a sample page of references, click onto the Sample Résumé and References in the E-Portfolio site 3 .

Letters of Recommendation

We suggest that you post your Field Advisor's letter regarding your Service Project and your mentor's Letter of Recommendation in the "Résumés/References/Letters of Recommendation" section of your Teaching Portfolio.

NOTE: Your Letter of Recommendation from your mentor will be sent to you after the completion of your Certificate of Teaching Mastery; therefore, you will need to remember to add this one later.

For now, you can include your Field Advisor's letter and any other letters you have regarding your life as a teacher, and include these in the document you started that contains your résumé and references.

3) Follow the instructions in Part One of Course 5 under the section "Posting Your Work" to review how to post these materials to the "Résumé/References/Letters of Recommendation" section of your E-Portfolio. To access your E-Portfolio, click here⁴.

²http://64.78.30.9/new/myteaching.php

 $^{^3}$ http://64.78.30.9/new/myteaching.php

⁴http://64.78.30.9/new/myteaching.php

5 Photos

This is the only part of your E-Portfolio that is optional. This is due to the fact that some of you have easy access to creating digital photos, while others may find it more difficult.

If you choose to add photos, you may wish to post one of yourself in the section called "Photograph of Teacher" and one photo of your students and put that photo in the "Picture of My Classroom" section of your E-Portfolio.

NOTE: Each photograph needs to be under 300 pixels in size and should be available in "jpeg" format in order to post it.

Follow the instructions in Part One of Course 5 under the section "Posting Your Work" to review how to post these items in your E-Portfolio.

NOTE: It is entirely your responsibility to gain verifiable permission from the students, authorities of your school, and permission of the parents before posting images of students and your classroom.

To access your E-Portfolio, click here⁵.

6 Expertise I Wish to Share

As you know, you have not been traveling through this Certificate of Teaching Mastery alone. Thousand of teachers are taking this course with you from around the world. Think now about what specific skills you have that can serve as a resource for your colleagues.

Your Service Project has given you some unique experiences, perspectives, and skills. Writing your resume may have connected you to other skills you have developed over the years. It may be that you have experience in starting health programs in schools; you may be fluent in Hindi, French, and Japanese; you might be an experienced carpenter - whatever it is, make a list of those skills now.

Another way to think about this is as follows: what if you were to create an on-line, e-learning course, what courses might you offer? Introduction to rug weaving? Starting a small business? Starting a pre-school? Introduction to building a well? Building a one-room schoolhouse?

- 1. Create a new Word document, list and describe some of the concrete things you can offer others. What expertise do you wish to share?
- 2. What would be your course titles if you were to create on-line courses? List the possible course titles and write a 2-3 sentence description for each explaining the possible course content.
- 3. Post this document to your E-Portfolio under the section "Expertise I Wish to Share."
- 4. Follow the instructions in Part One of Course 5 under the section "Posting Your Work" to review how to post documents in your E-Portfolio.

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7 Help I Need

Teachers are perpetual learners and doers - and when you do things in the world, you usually need some help.

Imagine a team of eager, warm, generous people just waiting to help you. We're here and we can support each other. The first step is to ask.

1. What do you need? Be specific.

 $^{^{5}}$ http://64.78.30.9/new/myteaching.php

 $^{^6 \, \}mathrm{http:} / / 64.78.30.9 / \, \mathrm{new/myteaching.php}$

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2. Post what you need in the "Help I Need" section of your E- Portfolio so that your global colleagues - your team of eager helpers from around the world - can join you in your efforts.

3. Follow the instructions in Part One of Course 5 under the section "Posting Your Work" to review how to post documents in your E-Portfolio.

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8 Portfolio Reflection

Now that your E-Portfolio is complete, reflect upon the following:

- 1. The **experience** of creating your Teaching Portfolio the process of putting it all together.
- 2. The Big Picture It's almost as if you've been an artist standing inches away from the canvas. Now, as you take a step back, what do you see? What's the big picture that's coming together for you?

Answer 1 and 2 from above in 3-4 paragraphs and add this "Portfolio Reflection" to the "Reflection" document that you have previously posted to your E-Portfolio. To do this, first go back to the original document you saved on your disk or computer hard drive called "Reflection" and cut and paste the words contained within your "Portfolio Reflection" into this "Reflection" document making the "Reflection" document longer. Save it again with this new information and rename the document "Reflection2."

To Delete the previous "Reflection" document from your E-Portfolio and to post the new "Reflection2" document to your E-Portfolio:

"Log on" to your E-Portfolio and go to the posting area. Find the section for the document you wish to delete (i.e. "Reflection"). Press the "Delete" button to the right of that section and the file will be deleted. A screen will pop up to indicate that the document has been deleted.

Simply, post the new version called "Reflection2" following the regular posting instructions as outlined in Part One of Course 5 in the section "Posting Your Work."

To access your E-Portfolio, click here⁸.

 $^{^{7}}$ http://64.78.30.9/new/myteaching.php

 $^{^8 \, \}mathrm{http:} / / 64.78.30.9 / \, \mathrm{new/myteaching.php}$