

“What goes in my portfolio?”

The answer depends on which phase of the Teacher Education Program you’re interviewing for. The list below tells you what should be in your portfolio at each of the three checkpoint interviews. Each of the sections is also assessed at each checkpoint thereafter. For each subsequent interview, you will want to **update** all earlier entries since your ideas will have changed since you first wrote them, and you will have better examples of your work.

SUBMIT FOR REVIEW, a week prior to the TEP I and two weeks prior to the TEP II interview, your portfolio with the following:

For TEP I (Doesn’t apply to MAE candidates):

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 sections related to which courses you have taken related to the standards; and
4. any “artifacts” (papers, presentations, reflections, assignments) you have related to the standards (you’ll see an artifacts section on each page in the portfolio with instructions).

For TEP II (all of the above, updated if relevant, plus):

1. Updated autobiography and resume;
2. Update professional statements on:
 - a. Standard 1: Subject matter knowledge
 - b. Standard 2: Learning theory, and
 - c. Standard 4: Instructional strategies;
 - d. MAE candidates (only) must also include a Statement on Standard 7: Planning Instruction
5. complete sections related to which courses you have taken related to the standards;
3. Sample lesson plan in Standard 7: Planning Instruction;
4. Assessment Plan in artifact section of Standard 8: Assessment; and
5. any “artifacts” (papers, presentations, reflections, assignments) you have related to the standards (you’ll see an artifacts section on each page in the portfolio with instructions). Update older artifacts if you have newer or better material.

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

1. Updated autobiography and resume;
2. Graduating statements of belief for ALL standards;
3. Updated list of courses that apply to the standards
4. any “artifacts” you have related to the standards. Update older artifacts if you have newer or better material.