

**West Virginia State University
Education Department
Professional Portfolio Writing Tips**

Mission Statements

- ✓ Will my professional mission statement look good on a poster in my classroom?
- ✓ How does my professional mission statement refer to the philosophy that ALL STUDENTS CAN LEARN?
- ✓ How does my professional mission statement drive lesson planning and my commitment to professional responsibilities?
- ✓ How does my professional mission statement drive my future growth as an educator?

Philosophy of Education

- ✓ Have I restated my professional mission statement in my Philosophy of Education?
- ✓ Have I referred to at least 3 educational issues that I believe are important?
- ✓ HOW DOES MY PHILOSOPHY OF EDUCATION REFLECT OR PARAPHRASE MY BELIEF THAT ALL STUDENTS CAN LEARN?
- ✓ How does my philosophy of education reflect, adapt or fit the conceptual framework: TEACHER AS HUMAN DEVELOPER?
- ✓ How does my philosophy of education include the program dispositions of Teacher as STUDENT FOCUSED, ROLE MODEL, AND AS A MEMBER OF A PROFESSION?
- ✓ Does my philosophy of education reference educational theories or theorists that have helped form my philosophy?

Commitment to Student Learning

- ✓ Have I included a summary - reflection statement with my artifacts?
- ✓ Do my artifacts include a reflection on student learning?
- ✓ Do my artifacts include data-based decision making and reflections on strengths and weaknesses of instruction?
- ✓ Do my artifacts include detailed assessment and implementation plans?

Commitment to Diversity

- ✓ Have I included a summary-reflection statement with my artifacts?
- ✓ Do my artifacts include differentiated instruction?
- ✓ Have I included differentiation for three or more types of learners?
- ✓ Do my artifacts include data-based decision making disaggregated by diversity groups?

Commitment to Technology

- ✓ Have I included a summary-reflection statement with my artifacts?
- ✓ Does at least one of my artifacts include student use of 21st Century technology?
- ✓ Do I show how I can use 21st Century technology to deliver instruction in my content specialization?
- ✓ Do I show how I can use 21st Century technology to teach, reinforce and/or re-teach my content specialization?
- ✓ Do my artifacts include data-based decision making and reflections on strengths and weaknesses of instruction?
- ✓ Does my artifact include 21st Century skill and/or tools standards?

Commitment to Content Knowledge and Scholarship

- ✓ How have my GPA and scores on national tests such as Praxis I and II test show my commitment to content knowledge and scholarship?
- ✓ Did I receive a commendation from ETS for my test score performance?
- ✓ Am I member of any honor society that recognizes scholarship in my content specialization?
- ✓ Does my artifact identify national and state standards that are aligned with the lesson objectives?
- ✓ Do my artifacts reflect accurate knowledge of important content?

Commitment to the Profession

- ✓ Do I see myself as a member of a profession?
- ✓ Have I been an active member with leadership positions in a professional organization?
- ✓ Have I attended at least 4 professional activities outside of class requirements?

Self Reflection

- ✓ What was I like before I began this program and what am I like at the end of this program?
- ✓ Have I reflected on my growth over time in several areas?
 - Content Knowledge means knowledge of the content that you will be teaching. An artifact might be the grade point average at the beginning of your program compared to now, or your knowledge of particular aspects of your content as gained from your content classes.
 - Professional Knowledge means Human Growth and Development and knowledge and beliefs about the teaching profession. An artifact might be comparing a philosophy of education written in Education 200 to one written at the present time.
 - Pedagogical Knowledge means knowledge of how to teach. An artifact might be comparing an early lesson plan in which only lecture /teacher presentation and modeling was used compared to a recent lesson plan which used many strategies.
 - Professional Experiences means growth from observing classes from the perspective of a beginning college student to that of a teaching professional. One artifact might be comparing your understanding of a teacher as an individual to your understanding of a teacher as an active member of the professional community. Another artifact might be explaining how your field experiences have helped you grow into a member of a profession.
- ✓ What influences have encouraged my growth?
- ✓ What are my professional and personal goals for the future?