Third Year
NJATC NTI Instructor Portfolio
Schedule of Related Activities

3RD YEAR SUMMER NTI

Generate Sample Test Items

Generate Sample Performance Measure(s)

Develop draft of lab layout and management Plan

WEEK OF AUGUST 13

Organize all Test Related Materials Received During NTI Workshops

Revise draft and collect artifacts for lab layout.

Revise management plan.

Start collecting tool, material, and trainer specification sheets.

WEEK OF AUGUST 20

Revise and Improve Test Items and Retype for Insertion into Portfolio.

Revise lab layout

Revise management plan

WEEK OF AUGUST 27

Complete lab layout. Complete management plan.

Continue to collect specifications.

WEEK OF September 3

Insert artifacts into portfolio

Begin documentation of behavioral problems/ solutions .

WEEK OF SEPTEMBER 24

Review Portfolio with Training Director

ONGOING

Continue to Update Portfolio

WEEK OF FEBRUARY 4

Develop a 10 Item Quiz Over One Unit and Administer to Your Students

ONGOING

Insert a Copy of the Quiz you Developed and Administered

Continue to Update Portfolio

WEEK OF March 31

Review Portfolio with Training Director

WEEK OF APRIL 28

Review Year Three Courses **

ONGOING

Make Final Revisions and Updates to Portfolio

WEEK OF JULY 28

Pack Portfolio to Bring to NTI

4TH YEAR SUMMER NTI

Bring Your Portfolio with You To Class!