

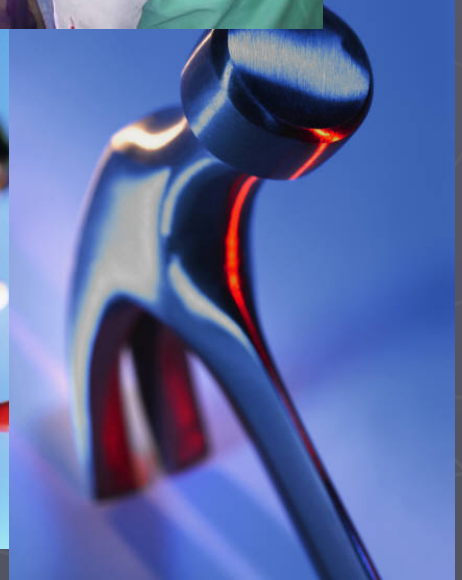
# Developing a Professional Portfolio

*Making the connection  
between crafts person  
and instructor*



# What is a portfolio?

A **portfolio** is a collection of items, commonly referred to as “artifacts” that document a professional’s career-related competencies. Artists, photographers, and designers all use portfolios to show off their expertise.



# What is the difference between a portfolio and a resume?

A *resume* is a brief document that lists your personal information and accomplishments. Generally, it is no longer than two or three pages.

A *portfolio* is much more extensive than a resume. It actually contains samples and evidence of your work. A resume is usually included as a part of your portfolio.

# Who is the audience for your portfolio?

- ▶ Apprentices
- ▶ Training Directors
- ▶ Employers
- ▶ NTI Professional Educators
- ▶ Colleges or Universities
- ▶ Accreditation Teams
- ▶ State/Federal Certification Reviewers
- ▶ Industry Advisory Committees
- ▶ Peers
- ▶ **YOU!**

# Why should you produce a portfolio?

*Besides the fact that it's a course requirement, the portfolio:*

- ▶ demonstrates your professional competency
- ▶ makes a connection between learning and application
- ▶ fosters accountability
- ▶ keeps you organized
- ▶ assists in focusing your professional development

# Types of portfolios include

## ▶ Working portfolios

- Complete, unabridged set of artifacts designed to fully document your professional growth and competencies.

## ▶ Presentation portfolios

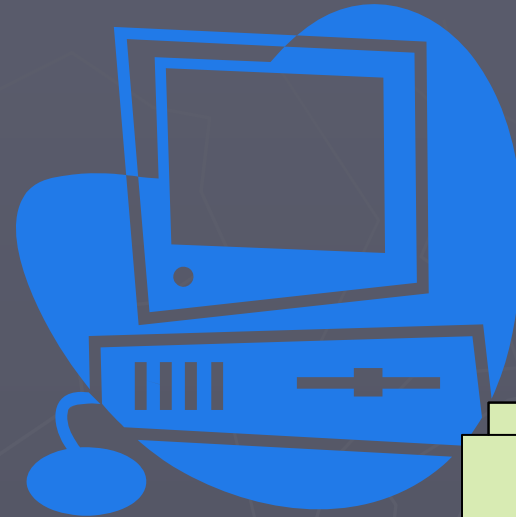
- Carefully selected artifacts arranged in an efficient format to illustrate your professional growth and competencies

*We will focus on a presentation portfolio*

# Portfolios may be...

- ▶ **Electronic**
- ▶ **Paper**
- ▶ **Combination**

Sometimes a brochure or other “promotional” device is developed to elicit interest in your portfolio.



# Organizing your portfolio

- ▶ There are several ways to organize a portfolio. For your portfolio, we considered two primary possibilities:
  - **Standards-based**
  - **Competency-based**
- ▶ The decision was made to use a competency-based approach throughout the portfolio. You will focus on *technical competency* and *professional education competency*

**The primary sections of your portfolio, are based on competencies critical to your success as a JATC instructor include:**

- ▶ **Introduction**
- ▶ **Principles of Learning**
- ▶ **Elements of Trade Teaching**
- ▶ **Instructional Planning and Presentation**
- ▶ **Using Instructional Technology**
- ▶ **Performance Evaluation**
- ▶ **Supervising and Instructing on the Job**
- ▶ **Implementing Individualized Instruction**
- ▶ **Using Discussion Methods in Instruction**
- ▶ **Appendix**

# What artifacts will be included?

Your portfolio will include many artifacts. Among these are:

- ▶ Resume and professional documents
- ▶ Lesson plans
- ▶ Evaluation instruments
- ▶ Learning modules
- ▶ Reflection statements
- ▶ Philosophy statements
- ▶ PowerPoint presentations
- ▶ Video clips

Introduction

*Let's look at some specifics related to the organization of your materials*

# Seems like a big job! When will the artifacts be assembled?

Many of the artifacts are already developed. Others will be developed over the course of your time in the National Training Institute. Your portfolio will begin taking shape over the next few weeks. Adding to it will be a continuous process over the next three years (and beyond).

# To help you get started, here are some helpful tips for creating a really nice portfolio.

- ▶ Get started early and stay up-to-date.
- ▶ Select relevant materials that match the intent of the sections.
- ▶ Include a brief explanation of each artifact or group of artifacts.
- ▶ Do your best work.
- ▶ Proof all work carefully!
- ▶ Ask your instructors for clarification, when needed
- ▶ Use a well-planned organizational system.

# Here are a few more portfolio tips.

- ▶ “Cleanup” and revise entries created in class when you get back home.
- ▶ Review your entries throughout the year.
- ▶ Keep back-up copies of all work. Save a back-up copy of your entire portfolio if you loan it out.
- ▶ Include personal reflections to show your true self.
- ▶ Use a professional, but interesting theme.
- ▶ Keep the tone of your portfolio positive at all times.
- ▶ Make plans to bring your portfolio with you each year to the NTI!

# For more information, check out these resources:

- ▶ How to Develop a Professional Portfolio by Campbell, Cignetti, Melenzyer, Nettles, and Wyman (Pearson Allyn and Bacon, Publishers)
- ▶ What Every Teacher Should Know About Creating Digital Portfolios by Kilbane and Milman (Pearson Allyn and Bacon, Publishers)
- ▶ "Teacher portfolios: Displaying the art of teaching." Techniques, May 2004.



**And now, you are ready to  
get started.**

**Good luck  
and do a  
great job!**

