Texas Woman’s University

Fall 2012

EDUC 5981 – The Professional Portfolio

Course Description & Overview: Development of a professional portfolio by students in the Master of Arts in Teaching program demonstrating the student’s growth in the Learner-Centered Competencies. Pass/Fail grade only. May be repeated. Credit: 1 hour.

This course fulfills:

☐ Core Curriculum requirements
☐ Global Perspective requirements
☑ Major requirements
☐ Elective requirements
☐ Research Tools requirements

Faculty Contact Information:

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Office phone: 940.898.2764 Office hours: Mon. 9am-noon; Tues. 1-3 pm; Wed. 9am-noon; Other times by appointment. You may also contact me by phone or by email.

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Goals and Outcomes:
The professional portfolio serves as the final paper/project of the Master of Arts in Teaching (M.A. T.) program and is the program’s final assessment. Its completion constitutes a reflection of personal growth and accomplishments as a prospective teacher. To that end students in this course will:

• Course Goal #1: Develop the M.A.T. portfolio aligned with (1) the Learner-Centered Competencies of Texas and (2) TExES Standards.
  o Student Learning Outcome 1a: Students will build/review/modify/refine their portfolio using the wiki tool contained in Blackboard. Sections corresponding to the Learner-Centered competencies are pre-set within the template provided within Blackboard.
  o Student Learning Outcome 1b: Students will use the cycle of portfolio development to demonstrate through selected artifacts their mastery of the knowledge, skills, dispositions and functions needed to be a successful teacher.
• Course Goal #2: Create a professional portfolio presentation highlighting an area in which they feel the greatest amount of growth has been demonstrated.
  o Student Learning Outcome 2a: Students will design a professional portfolio demonstration showcasing standards-based competencies and personal/professional attributes of instructional leadership.
  o Student Learning Outcome 2b: With input from their academic advisors, students align portfolio artifacts with both standards and student documentation/rationale.

• Course Goal #3: Students present the portfolio in a public forum.
  o Student Learning Outcome 3a: Students transform artifacts into evidence of personal growth and achievement
  o Student Learning Outcome 3b: Student presents targeted section(s) of the professional portfolio to an audience of faculty

Course Materials and Supplies: Access to Blackboard Wiki for storage of artifacts and composition of written documentation and rationales relating to Learner-Centered competencies. Access to WordPress, PB Works, or similar program (student choice) for presentation format. Resource: TWU Master of Arts in Teaching Blackboard Website

Course Prerequisites: Satisfactory completion of course work (as defined by the major department) leading to degree and/or certification requirements. In good standing in the Teacher Education Program.

Disability Support Policy Statement: If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu) in order to obtain the required official notification of your accommodation needs. Please plan to meet with me by appointment or during office hours to discuss approved accommodations and how my course requirements and activities may impact your ability to fully participate.

Academic Integrity: Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance, and that they have abided by all other provisions of the Code of Conduct in the TWU Student Handbook. Cheating, plagiarism, fabrication or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled. Suspected cases in this course may be reported to Student Life. The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook. The TWU library link, “Avoiding Plagiarism,” will aid students in completing their assignments with integrity.

In an effort to ensure the integrity of the academic process, Texas Woman’s University vigorously affirms the importance of academic honesty as defined by the Student Handbook. Therefore, in an effort to detect and prevent plagiarism, faculty members at
Texas Woman’s University may now use a tool called Turnitin to compare a student’s work with multiple sources. It then reports a percentage of similarity and provides links to those specific sources. The tool itself does not determine whether or not a paper has been plagiarized. Instead, that judgment must be made by the individual faculty member.

**Activities, Assignments, and Grading Policy:** This course focuses on the completion of the M.A.T. portfolio. This course is conducted on a Pass/Fail basis. Grades awarded upon completion are either CR (credit) or PR (progressing). If a PR is given, requirements have not been met and the course may need to be repeated.

**Major Course Assignments and Examinations:** Portfolio presentation to faculty constitutes the culminating activity of the M.A.T. program. Upon successful completion (CR), Certificate of Final Exam is awarded.

**TWU Attendance Policy:** Consistent and attentive attendance is vital to academic success, and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required and will constitute a specific percentage of students' grades.

Instructors are strongly encouraged to keep a record of student attendance. They should note absences due to documented student illness, serious illness or death in the student's immediate family, official school activity, state-recognized religious holiday, active military service that is of a reasonable brief duration, or other verified absences deemed appropriate by the instructor. Students must consult with instructors regarding the completion of make-up work.

Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. An incomplete may be granted if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor.

**Tentative Calendar of Classes & Assignments:** Student works with advisor during the semester to monitor progress.