

Professional Portfolio Artifact Checklist

This is the checklist to be used by student teachers to plan and develop the artifacts they will use in their Professional Portfolio for their Oral Examination. It will be helpful for student teachers to review this list throughout their Master of Arts in Teaching Program to assist in the planning of the artifacts to collect for the Professional Portfolio.

Propositions	1	2	3	4	5
Anecdotal Records					
Article Summaries or Critiques					
Assessments					
Bulletin Board Ideas					
Case Studies					
Classroom Management Philosophy					
Community Resources Documents					
Computer Programs					
Cooperative Learning Strategies					
Curriculum Plans					
Essays					
Evaluations					
Field Trip Plans					
Floor Plans					
Goal Statements					
Individualized Plans					
Interviews with Students, Teachers, and/or Parents					
Journals					
Lesson Plans					
Letters to Parents					
Management and Organization Strategies					
Media Competencies					
Meetings and Workshops Log					
Observation Reports					
Peer Critiques					
Philosophy Statement					

Propositions	1	2	3	4	5
Pictures & Photographs					
Portfolio (Student)					
Position Papers					
Problem-Solving Logs					
Professional Development Plans					
Professional Organizations and Committees Logs					
Professional Readings List					
Projects					
References					
Research Papers					
Rules and Procedures Descriptions					
Schedules					
Seating Arrangement Diagrams					
Self-Assessment Instruments					
Simulated Experiences					
Student Contracts					
Subscriptions					
Teacher-Made Materials					
Theme Studies					
Transcripts					
Unit Plans					
Video Scenario Critiques					
Volunteer Experience Descriptions					
Work Experience Descriptions					
Notes from Students and/or Parents					

Campbell, D.M., Cignettie, P.B., Melenzyer, B.J., Nettles, D.H., and Wyman, R.M., (1997). *How to develop a professional portfolio: A manual for teachers*. Boston: Allyn & Bacon.