

Preparing for Your Practicum and Portfolio

The CTC Board understands that each practicum is unique; however, we ask that all students are given the opportunity to create instructional materials (including assessments) and analyze assessment data.

The CTC Board encourages students to save the following items from their practicums to help in the construction of their teaching portfolios:

- Teaching materials: syllabi, lesson plans, activities, assignment sheets, etc.
- Sample assessments (should have at least one of each):
 - Diagnostic
 - Formative
 - Summative
- Notes analyzing a formative assessment given.
 - The analysis should identify trends in understanding, common misperceptions, and concrete examples of how assessment results informed their teaching.
- A lesson plan for at least one lesson that directly draws on a SoTL journal article. A lesson plan should include the following:
 - Objectives
 - Instructional Activities
 - Assessments
 - Resources / Materials Needed

There should be clear and explicit alignment between objectives, activities, and assessment.

Note: When developing their portfolio, students are also welcome to use materials created in their CTC coursework. Materials like their teaching philosophy, however, should be updated for their portfolio to reflect their growth as teachers.