

Guide for Teaching Portfolio

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Hello everyone,

All student teachers (STs) talk about Teaching Portfolio. It is a portfolio that contains a complete and organized record of all the tasks done during teaching practice. The ST record his/her lesson plans, activities student best works etc. Professional teachers also keep teaching portfolios as a record of their teaching for future references. It is a really important and helpful document for teachers.

If we look at teaching portfolio, overall it consists of following main points: (professional teachers' portfolio may exclude or include some points from following)

1. **Cover page:** It usually contains ST's name, practicum course name of supervisor, department or institute you belong to.
2. **School Introduction:** This page include brief introduction of school, school policies, school timetable, or other information required by your practicum supervisor.
3. **Self-introduction:** Introduce yourself as a teacher you think you are and your philosophy of a teacher.
4. **Lesson plan:** Lesson plans of subjects you are teaching at school attached separately. There are different ways to add lesson plans in portfolio. You can either attach lesson plans of each subject separately with a separator containing subject name, class name and average age of students or attach day wise lesson plans. Also each lesson plan should be signed by class teacher of that particular subject. After each lesson plan you should attach activity, game, worksheet, assessment or some other task used in lesson and a sample of best and worst student work. It is up to you whether you want to add both samples or one because its purpose is just to remind you your class' performance and help you better prepare for next lesson and keep track of class performance.
5. **Daily Reflections:** Daily reflection should be written by STs which contain students overall performance of the day, any problems students faced/troubles during the implementation of lesson or with lesson and anything good that happened during day. Daily reflections help STs and professional teachers to keep track of daily happenings related to teaching of their subjects and students, and improve their teaching greatly.

6. **Social Skills:** This part includes any social skill you taught your students along with method and proof.
7. **Extracurricular activities/Days Celebrated:** It includes a report of any extracurricular activity or day ST or professional teacher celebrated with students. The report may include a brief depiction of how the activity took place or day was celebrated and the results / and proof.
8. **Student Results:** This part includes students and class' weekly reports/monthly reports/semester wise reports. STs can include star sheets in this part if they are using one to mark students' performance or performance on daily tasks. Reports or results of students and whole class are helpful to keep a record of students' strengths and weaknesses, problems and abilities to coop with them etc. Professional teachers add individual students' and class reports in this part but STs can only add whole class report. It is to show students' performance with time.

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If you have any further queries feel free to ask.

Following are links to more resources:

Link of on TES: <https://www.tes.com/resources/search/?q=durdanasaleemeva>

Blog: <http://evaeducation.weebly.com/evaeducationteachingblog>