

# Teaching Portfolio Guidelines

## MA in Language, Literature and Digital Media in Education

The choice of the teaching portfolio for the MA final assessment emphasizes critical practice and research in pedagogy, whether at the primary, secondary or tertiary level. The teaching portfolio is especially useful for students who are or planning to apply for or currently holding a teaching position. The portfolio is limited to a maximum of **18,000 words** (including references but not appendices).

The teaching portfolio to be submitted for evaluation requires both a hard-copy and a digital part with each one placing emphasis on the development and construction of a series of sections/ elements as presented below:

### Teaching Portfolio: Hard-Copy Part

This part of the portfolio should contain the following sections:

#### **1. Cover and Student details**

Create a cover page with university and school name, a title, student full name and number plus supervisor's name. At the bottom of the cover also add date (e.g. September 2019).

#### **2. Table of Contents**

Include all sections of the portfolio with relevant page numbers.

#### **3. Introduction to the portfolio**

The 'Introduction' should bring together your portfolio as a whole document. In such an introduction, you would set up and contextualize the sections you are including: for example, you may choose to discuss why you selected each particular part, what you learned in the process of doing each part, your reflections now as you look back at them, etc. This should be a self-reflective introductory statement of 3 to 4 pages, double-spaced.

#### **4. Philosophy of Teaching Statement**

Write a personal statement of your philosophy of teaching (using the first person 'I' and the present tense mostly) and provide adequate illustration of how the philosophy is instantiated in the classroom during your teaching sessions (4-5 pages, double-spaced). In other words, in your statement, refer to your own beliefs about teaching and learning as well as to the reasons you resort to particular teaching practices. Be as reflective as possible avoiding general statements and present your self-efficacy beliefs about your

teaching practices. Contextualize your teaching within the framework of the institution in which you teach (e.g. philosophy of school, hours of instruction, learners' profile, materials, facilities). You could explain how your teaching philosophy is depicted in your demonstration teaching sessions.

### **5. Description of the teaching sessions and teaching syllabi**

Each teaching session should be designed on the basis of one or a combination of the following frameworks:

- ❖ Story-based
- ❖ Topic/theme-based
- ❖ Technology-based
- ❖ Task-based
- ❖ Drama-based
- ❖ Project-based
- ❖ Games/songs/rhymes

Each framework should focus on one or a combination of the following areas (vocabulary, skills, pronunciation, and grammar).

Prepare a syllabus for your overall course which should be providing a short description of the course accompanied by the goals that are supposed to be achieved by the end of the course and referring to the topics each one of your 6 teaching sessions will be focusing on.

### **6. Reflecting on the Lesson Plans**

Provide an analysis and justification of choices as well as anticipated problems and suggested solutions (with reference to the appropriate literature using APA/MLA style) for each one of your lesson plans); supply convincing arguments for the activities you designed and discuss the expected learning outcomes. Also provide argumentation for the selection/design of your materials. In addition, provide any reflections you might have - such as activities you might have done differently, changes made to the lesson plan during the act of teaching, overall assessment of teaching the lesson. Last, you should also include appropriate references to these materials by copying/pasting in your document the appropriate URLs from the digital part of your portfolio where there are screenshots or videos (\*) or .doc files with your activities.

NOTE (\*): See the next section for information about the production of your videos.

### **7. References Section / Works Cited Section**

In this section you should include all primary, secondary, and online sources used for the writing of the hard-copy part of your portfolio. In consultation with your supervisor, sources should be cited according either to the APA or to the MLA style.

## Teaching Portfolio: Digital Part

This part of the portfolio should contain the following sections:

### 1. Conceptualizing your website

Build a new website through the already existing e-Portfolio which you constructed in the 'Literature in Education' course. This new website will be devoted to the teaching materials you will create for your teaching portfolio. In this website, you should create a Home page. Through this Home page create 6 more pages with each one corresponding to the teaching sessions you'll need to develop. In your Home page, present yourself by providing a short CV and a picture and include a summary of the extended teaching philosophy you will provide in the hard-copy part of your portfolio. This summary should be around 150 words.

Each teaching session should be designed on the basis of one or a combination of the following frameworks:

- ❖ Story-based
- ❖ Topic/theme-based
- ❖ Technology-based
- ❖ Task-based
- ❖ Drama-based
- ❖ Project-based
- ❖ Games/songs/rhymes

Each framework should focus on one or a combination of the following areas (vocabulary, skills, pronunciation, and grammar).

### 2. Teaching Syllabi

Prepare a syllabus for your overall course which should be providing a short description of the course accompanied by the goals that are supposed to be achieved by the end of the course and referring to the topics each one of your 6 teaching sessions will be focusing on. When you're ready, upload your syllabus on the Home page you've already created.

### 3. Lesson Plans

For each one of the 6 teaching sessions you need to prepare a lesson plan (the same template you used during your microteachings in the course of the MA program can also be used here). When you're ready, upload your lesson plans on each one of the 6 webpages you've created.

#### **4. Teaching Materials**

Consider the submission of 6 short videos for each one of your 6 teaching sessions (length: approximately 10 minutes each). These videos may show you teaching an activity or show students involved in doing a task you have initiated. The videos will need to be uploaded online on each one of the webpages you've created for your teaching sessions. Just add before each video a short reflection (50-100 words) with regard to the aims and skill-focus of the activity recorded. This short reflection should be a summary of the reflections you'll include in the hard-copy part of your portfolio. For your videos, please remember to ask for permission from the institution where your teaching sessions will be taking place.

In addition to your videos, you can also resort to a variety of other teaching materials such as images (copyright free), screenshots from various activities you designed, digital platforms created for the purposes of your teaching sessions, Wikis, vocabulary games, ebooks you've designed etc. Please remember to add a very short description next to each one of the materials you'll use.

#### **5. References/ Works Cited Section**

Please add one more website to the ones you've already created to include all primary, secondary and online sources used for the digital part of your teaching portfolio. In consultation with your supervisor, sources should be cited according either to the APA or to the MLA style.

Copyright laws should be strictly followed by fully citing all sources used and other digital material consulted.

#### **FINAL NOTE:**

**Further information about the structure of your portfolio will be provided by the faculty member who will undertake its supervision.**