CULTURAL DIVERSITY IN EDUCATION (EDU230)
CHILDREN'S LITERATURE (EDU291)
Portfolio Completion Checklist a la S. Fagan

Directions:
This set of directions is a concise, brief version of what is detailed in the "Developing Your Portfolio with Weebly" manual (available at our Canvas site and at www.cgc.edu/teacher (click "Student Information.") Use this checklist as a short version of those detailed directions to be sure each part of your portfolio has the correct parts/format, content, and standard.

BUILD THE SKELETON/TEMPLATE by CREATING PAGES
(welcome, professional development, field experience, introductions,)
- Click on "Pages" (top tab).
- Click "Add Page" (left).
- Choose "Standard Page."
- Choose "No Header" format (icon).
- Name it (see directions for each section below).
- Click "Save and Edit."
- "Click "Build" (top tab).
- Drag the "image + text icon into the space.
- Begin to add content to the page.

DESIGN
- Things to consider and plan for:
    o Colors should be professional and easy-to-read (no bright, no neon, etc.)
    o Be sure there is a clear contrast between background color and text color.
    o Select themes without banners or built-in images.
- Click on "Design" (top tab).
- Explore and decide color theme, and template.

STRUCTURE PAGES (course collections)
- Under the introduction to the collection, drag the columns icon.
- In the left column, drag the text icon.
- In the right column, drag the file icon.
- Check: Each artifact being uploaded should have a written description and the file (see directions below).

WELCOME PAGE

Your welcome (home) page, must include:

- An appropriate **copyright-free image** that is professional, preferably a photo of you "in action" in a classroom
- An inspirational **quote** and name of the person to whom it is attributed. No anonymous quotes allowed! This quote is a visual and intellectual attention-getter and should obviously serve that purpose.
- 5-7 sentence **welcome message** that comments/connects to the main idea or theme of your quote, identifies your teaching goal, and explains what is documented in this portfolio
- A **citation** for the image (in smallest font size possible). Use only the shortest URL (i.e. www.freeclipart.com) and be sure it is not .org or .edu – those are not copyright free!

PROFESSIONAL DEVELOPMENT

- You must have an **introductory passage** to this section of the portfolio that:
    - Is titled "Professional Development"
    - Has a copyright free image that relates to this topic
    - Cites the image (in smallest font size possible). Use only the shortest URL (i.e. www.freeclipart.com) and be sure it is not .org or .edu – those are not copyright free!
    - Has 5 +/- sentences that explain what professional development is and why it is important for you as a future teacher
    - A divider line/horizontal line at the end that will separate the intro from entries

- Each professional development **entry** requires:
    - Bolded and single-space heading
        - Name of event, speaker, presentation, etc.
        - Location of event (no abbreviations)
        - Date of event
        - Number of clock hours
    - 15-20 sentence entry that:
        - Identify by name and describe the event
        - Summarize main points, ideas, information, activity form the event
        - Explain what learning and insight you gained and reasons why it is helpful to you as a future teacher. Write as detailed, yet concise personal commentary.
    - A divider line/horizontal line at the end that will separate entries

FIELD EXPERIENCE

- You must have an **introductory passage** to this section of the portfolio that:
    - Is titled "Field Experience"
    - Has a copyright free image that relates to this topic

- Cites the image (in smallest font size possible). Use only the shortest URL (i.e. www.freeclipart.com) and be sure it is not .org or .edu – those are not copyright free!
- Has 5 +/- sentences that explain the values of field experience is and why it is important for you as a future teacher
- A divider line/horizontal line at the end that will separate the intro from entries

- Each field experience **entry** requires:
  - Bolded and single-space heading
    - Semester and Year (i.e. FALL 2011)
    - Name of school (include the word "School")
    - Grade or Special Placement Identification
    - Number of clock hours completed
  - 15-20 sentence entry that:
    - Opens with the name of the school and a hyperlink to its webpage
    - Describes the focuses of your placement (ELL? Diversity? Classroom management? Etc.)
    - Summarizes the highlights and most interesting aspects of your active participation in the classroom
    - Explains and describes in some detail the learning or insight you gained related to your focuses
  - Option: Include positive comments from your mentor from the timecard evaluation. Such comments must:
    - Begin like this: Mentor-teacher's comments:
    - Be copied exactly as written
    - Use quotation marks
    - Be separated from t he entry by double-spacing
  - A divider line at the end that will separate entries
  - **NOTE:** You have more than one placement site, do separate entries per site.
  - **NOTE:** If you have a single placement for multiple course focuses, your entry will be longer to include information about all course learning

COURSE WORK
- You must have an **introductory passage** to this section of the portfolio that:
  - Is titled "Course Work"
  - Has a copyright free image that relates to this topic
  - Cites the image (in smallest font size possible). Use only the shortest URL (i.e. www.freeclipart.com) and be sure it is not .org or .edu – those are not copyright free!
  - Has 5 +/- sentences that explain the benefit of taking education courses so early in your college career
  - A divider line at the end that will separate each intro from the list of artifacts

INDIVIDUAL COURSE COLLECTIONS

- You must have an **introductory passage** to this section of the portfolio that:
  - Is titled for this course: Cultural Diversity or Children's Diversity (depending)

- o Has a copyright free image that relates to this topic
- o Cites the image (in smallest font size possible). Use only the shortest URL (i.e. www.freeclipart.com) and be sure it is not .org or .edu – those are not copyright free!
- o Has 5 +/- sentences that explain what kinds of learning you experienced in this course
- o A divider line at the end that will separate the intro from the artifacts

- **Reflective captions** (4-5 sentences)
  - o Use artifact's title in opening line
  - o Briefly describe nature of the artifact (what it is/tells/shows)
  - o Briefly tell what the artifact "shows off" about your knowledge, skill, or experience

- **Portfolio Artifacts** (as identified below)
  - o All polished for mature content and writing skills
  - o Documents have explicit titles
  - o Documents have headings removed
  - o Document have been prepared for visual appeal and online reading:
    - Remove headings from all documents
    - Refine, revise, correct, all documents to reflect the best possible you! Even *after* grading, use feedback to continue to improve your presentation and impression you make online!
    - All documents must have titles centered at the top (or as is appropriate for creative formats)
    - Text should be single spaced
    - Use the same font for ALL documents and reflections
    - All documents should be in MSWord or Publisher and will be changed to .pdfs for uploading.
    - Font color of text should be black. However, you may add "color" or visual appeal to documents sparingly. (Idea: Possible appropriate image or icon with titles of docs.) Any image must be cited as a footer in 8 pt. font.
  - o Uploads are .pdf

- Artifacts to be included in the course collection are as follows. USE THESE TITLES.

Cultural Diversity (EDU230)	Children's Literature (EDU291)
• Philosophy • Cultural Experience • Mentor Interview • Multicultural Literature • Special Topic: PowerPoint • Special Topic: Annotated Bibliography	• Philosophy • Genre Teacher Resource • Read-aloud Brochure • Read-aloud Video Clip • Lesson 1 • Lesson 2