

**"Suggested Items to Include in the Portfolio"**  
**ATHENS STATE UNIVERSITY - COLLEGE OF EDUCATION**

<b>I. Effective Communicator</b>	<b>VI. Student-Centered, Reflective Instructor</b>
- Lesson Plans (Oral and Written)	- Case Study
- Leadership Roles	- Reflective Analysis and Checklist
- PTA, Faculty Meetings, Parent Conferences	- Photos
- Philosophy	- Evaluations
- Bulletin Board Pictures	- Observation/Field Experience Write-Up
- Interviews with School Personnel	- Lesson Plans
- Write-Ups of Observations	- Reflective Analysis
- Presentation Materials	- Parent Letters, Permission Slips, Thank-Yous
- Term Papers, Speeches	- Plans for Inclusive Strategies
- Article Summaries and Critiques	- Reflective Intern Evaluation Checklist
<b>II. Knowledgeable Scholar</b>	<b>VII. Capable Classroom Manager</b>
- Test Scores	- Evaluation Forms
- Handouts of Effective Strategies	- Copies of Classroom Rules and Routines
- Mini-Grant Proposals	- Lesson Plans
- Grades in Major Courses	- Classroom Diagram of Desks/Centers
- Topic Paper	- Incentives/Rewards Chart
- Lesson Plans	- Certificates for Students
- Units	- Behavior Contracts
- Article Summaries and Critiques	
<b>III. Positive, Supportive Professional</b>	<b>VIII. Competent Evaluator</b>
- Case Study	- Copies of Intern-Constructed Tests
- Parent-School Conferences and Activities	- Unit
- Extra-Curricular Activities	- Case Study
- Community Involvement	- Copies of Various Tests for Different Courses
- Youth Activities	- Copies of Alternate Assessment Techniques
- Counselor Interview	- Lesson Plans
- Photos	- Rubrics
- Observation/Field Experience Write-Up	- Observation Checklists
<b>IV. Resourceful Curriculum Planner</b>	<b>IX. Lifelong Learner</b>
- Unit	- Memberships in Professional Organizations
- Lesson Plans	- Honors and Awards
- Integrated Curriculum Plans	- Research Papers
- Author Studies	- Conference Attendance Documentation
- Cross-Curricular Plan with Books and Poems	- Personal/Professional/Educational Statement
- Photos of Games, Manipulatives, Activities	- Listing of Professional Journal Subscriptions
- Copies of Supervisor Evaluations	<b>NOTE:</b>
- Photos/Diagrams of Bulletin Boards	(These are suggestions for documentation to place in the portfolio. The same documents are listed in different categories because it is ultimately the student's choice as to which category to place each document. For example, the case study needs to appear only once, but different lesson plans could appear in different sections. In addition, each portfolio will contain each of the nine outcomes, but students will decide which documents to enter in each section.)
- 10-Week Plan	
- Case Study	
<b>V. Skilled Facilitator of Developmental Growth</b>	
- Case Study	
- Observation Forms	
- Assessment Forms from Tutoring	