



HARVARD GRADUATE SCHOOL OF EDUCATION

Teaching Portfolio Tips and Guidelines

- **Start now!** Many of the possible components of a teaching portfolio are difficult, if not impossible, to obtain after you have finished teaching a course. Collecting these components as you go will make assembling your final portfolio much easier.
- **Give a fair and accurate presentation of yourself.**
- **Be selective in which materials you choose to include**, though be sure to represent a cross-section of your teaching and not just one aspect of it. A relatively small set of well-chosen documents is more effective than a large, unfiltered collection of all your teaching documents
- **Make your organization explicit to the reader.** Use a table of contents at the beginning and tabs to separate the various components of your portfolio.
- **Make sure every piece of evidence in your portfolio is accompanied by some sort of context and explanation.** For instance, if you include a sample lesson plan, make sure to describe the course, the students, and, if you have actually used the lesson plan, a reflection on how well it worked.

The goal of a teaching portfolio is to present yourself as a highly qualified teacher.

1. You should keep in mind individual state standards.
2. This is supporting documentation for your candidacy.

Additional benefits of developing a portfolio:

1. It helps you to prepare for the interview process.
2. It identifies your areas for improvement.
3. It helps to clarify your teaching philosophy and approaches.

Your portfolio should be professional and have your audience in mind.

1. Online vs. hard copy

Formatting your Teaching Portfolio

2. Title page
3. Table of contents
4. Tab-separated sections
5. Brief summaries of content for each section
6. Most important: a summary that reflects on evaluations and how you have used them to improve your teaching effectiveness

Components of a Teaching Portfolio

- Your Teaching Philosophy
- Documentation of your Teaching
- Teaching Effectiveness
- Materials Demonstrating Student Learning
- Professional Development Activities
- Honors, Awards or Recognitions



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Additional sections as you develop as a teacher:

- Service to school, district or state:
- Service as a department chair or team leader
- Service as a mentor teacher
- Service as a cooperating teacher for student teachers
- Service as an officer in a regional, state, or national professional content organization
- Service as a content instructor at an institution of higher education
- Service as a recognized content specialist at the district level
- Service as a National Board Assessor
- Service as a content presenter at an educational conference
- Participation in Quality Professional Development Activities:
- A list or description of each quality professional development activity in the content/subject area
- Reflect on how your teaching experience, content coursework, service to the content and participation in professional development activities have translated into improvement of your teaching practice and/or classroom instructional strategies