

# Contents

CD Contents	ix
Acknowledgments	x
Introduction for Instructors	xii
Introduction for Students	xiii
<b>Part I: The Rationale for Developing Portfolios</b>	<b>1</b>
1. Why Develop a Portfolio?	2
Chapter Objectives	2
Scenario	2
Overview	3
What Is a Portfolio?	4
Purposes for Portfolios	5
Using Portfolios for Assessment and Evaluation	5
Benefits of Portfolios	8
Challenges in Portfolio Development	10
Summary	11
2. Using Portfolios as Tools for Authentic Assessment and Evaluation	13
Chapter Objectives	13
Scenario	14
Overview	15
Defining Assessment and Evaluation	16
Portfolios as Authentic Assessment: A Definition	18
Defining Action Research and Inquiry: Tools for the Educator Researcher	20
Levels of Action Research in Portfolio Development	21
Benefits of Portfolios as Authentic Assessments	25
Challenges of Portfolios as Authentic Assessments	26

Portfolios as Formative (Developmental Process) Assessments	27
Portfolios as Summative (Final Product) Evaluations	29
Precautions and Recommendations for Effective Practice in Portfolio Evaluation	30
Rubrics for Portfolio Assessment	32
Summary	35
Useful Resources	35
For Further Reading	36
<b>3. The Portfolio as a Tool for Reflective Inquiry:</b>	
<b>Moving From Vision to Reality</b>	37
Chapter Objectives	37
Scenario	38
Overview	38
Four Types of Portfolio Reflections	40
Reflections as an Essential Component of Action Research	43
Reflections as Glue: Bonding the Portfolio to a Purpose	44
Ten Ways Reflections Transform Artifacts Into Evidence	44
The Multifaceted, Cyclical Nature of Portfolio Reflection	45
Scheduling Reflections in the Portfolio Process	47
Levels of Reflection in the Portfolio Process: A Sample Rubric	49
Outcomes and Benefits of Reflection and Reflective Inquiry	55
Summary	55
For Further Reading	56
<b>Part II: A Guide on Developing Portfolios</b>	57
<b>4. Organizing and Implementing the Portfolio:</b>	
<b>A Developmental Process</b>	58
Chapter Objectives	58
Scenario	59
Overview	60
Implementation Design for the Portfolio Process	60
Major Phases of Portfolio Organization	61
Potential Pitfalls of the Portfolio Process and How to Address Them	63
Setting Timelines and Benchmarks in the Portfolio Process	67
Enhancing the Portfolio Scoring Process	78
Holistic, Collaborative, and Interval Scoring	82
General Portfolio Scoring Procedure	84
Recommendations for the Holistic Scoring of Portfolios	87
Summary	88
Useful Resources	89

<b>5. Contents of the Portfolio</b>	<b>90</b>
Chapter Objectives	90
Scenario	90
Overview	91
Portfolio Cover Page/Title Page	92
Table of Contents	93
Introduction and/or Executive Summary for the Portfolio	100
Vision and Philosophy	101
Candidate Documents	102
Standards and Artifacts	104
Categorizing and Cross-Referencing Artifacts	107
Reflections and Reflective Statements	112
Summary	113
Useful Resources	113
For Further Reading	114
<b>6. Presenting and Sharing the Portfolio</b>	<b>115</b>
Chapter Objectives	115
Scenario	115
Overview	116
Tips for Preparing Your Presentation	117
Tips for Scheduling the Presentation	123
Presentation Formats	124
Scoring the Presentation	128
Summary	128
For Further Reading	132
<b>7. Electronic Portfolios</b>	<b>133</b>
Chapter Objectives	133
Scenario	133
Overview	134
Benefits of Electronic Portfolios	135
When, Where, and How to Use	136
Storage Options	140
Creating an Electronic Portfolio	141
Getting Started—Naming Files	142
Organizing Files	143
Handling Nondigital Artifacts	146
Creating the Opening Page and Table of Contents in Word	150
Word or HTML—Which One Is Right for Me?	153
Converting Word Files to HTML	154
Creating Links in Word	156

Linking Word and Word HTML Files	156
Linking With the Table of Contents	159
Save Your Changes	161
Test the Links	161
Creating an Electronic Portfolio Using PowerPoint	162
Creating the Opening Page and Table of Contents in PowerPoint	162
Converting PowerPoint to HTML	165
Creating Links in PowerPoint	167
Summary	171
Useful Resources	171
<b>8. After the Credential Program, Now What?</b>	
<b>Keeping the Portfolio Alive</b>	<b>173</b>
Chapter Objectives	173
Scenario	174
Overview	175
The Portfolio as a Reflective Companion	175
What Patterns of Strengths or Gaps Exist?	179
Selecting Contents for the Portfolio	179
Portfolio Presentation for Career and Educational Advancement	181
Summary	186
Useful Resources	186
For Further Reading	187
<b>Portfolio Glossary of Terms</b>	<b>188</b>
<b>References</b>	<b>194</b>
<b>Index</b>	<b>200</b>
<b>About the Authors</b>	<b>206</b>