

**Portfolio Examination Guidelines for K-12 Graduate Students  
Instructional Design and Development Emphasis Area  
Department of Educational Psychology and Instructional Technology  
The University of Georgia**

**Introduction**

The examination for the Instructional Design and Development (IDD) emphasis area Specialist in Education (Ed.S.) and Masters in Education (M.Ed.) degrees shall consist of a digital Portfolio followed by an Oral Presentation by the candidate. The Portfolio is a compilation of documents and other materials that represent the candidate's learning experience as well as his or her competence in technology integration. The purpose of the Portfolio Examination is to provide an opportunity for IDD candidates to present a record of themselves to the IDD faculty for assessment. It is an integral part of the preparation for the oral examination at the end of the student's graduate program.

The advisor and candidate will collaborate to determine a portfolio's content. It will be an ongoing process throughout the candidate's program of study.

**Guidelines**

The Portfolio includes the following items:

1. Portfolio Checklist. It is a checklist that helps the candidate determine the portfolio is complete. This does not need to be submitted, it is solely there to help the student assure that the portfolio is complete.
2. Autobiographical Statement (750-1000 words). It should address the following:  
*Education background*  
*Work experience*
  - a. Personal goals and objectives for the program
  - b. How work completed during program fulfilled your personal goals and objectives (events, projects, written assignments, or services, etc.)
  - c. Professional objectives for the future
  - d. How to apply what you've learned from the program to fulfill those professional objectives in the future
  - e. How your unique, interesting, or unusual characteristics help your professional development
  - f. Personal vision and philosophy related to the field
3. Overall Reflection Statement (750-1000 words)

In this section the candidate should address his or her overall reflection on the program of study. The reflection may include, but is not restricted to:

- a. How the IDD program fits professional background

- b. Personal traits
  - c. Interests and goals
  - d. Difficulties during study
  - e. Efforts made and strategies utilized to overcome these difficulties
  - f. What professional growth has been attained
  - g. Other critical points or special episodes worth mentioning
  - h. Plans for the future in terms of learning
  - i. Recommendations for the improvement of the IDD program.
4. Statement of Item Selection and Assessment
- The candidate should first select 5-10 items that are most representative of his or her professional growth and ability. Each item can be used to represent competence for one or more of the ISTE goals. Items may include, but are not restricted to:
- a. Internship documents and products
  - b. Class projects, papers, videotapes, and newsletter articles
  - c. A list of professional references, publications, lesson plans, lessons, workshops, and seminars
  - d. Media developed and used in instruction
  - e. Projects completed for purposes such as employment.

If the submitted work is a result of a group effort, the candidate should state clearly his or her role in the group and what part of the submitted work the student completed.

### **International Society for Technology in Education (ISTE) Standards**

All items selected for Portfolio Examination should meet the ISTE Technology Leadership (TL) Standards available at ([http://cnets.iste.org/ncate/n\\_lead-stands.html](http://cnets.iste.org/ncate/n_lead-stands.html)) and listed below:

- TL-I. Technology Operations and Concepts.
- TL-II. Planning and Designing Learning Environments and Experiences.
- TL-III. Teaching, Learning, and the Curriculum
- TL-IV. Assessment and Evaluation
- TL-V. Productivity and Professional Practice
- TL-VI. Social, Ethical, Legal, and Human Issues
- TL-VII. Procedures, Policies, Planning, and Budgeting for Technology Environments.
- TL-VIII. Leadership and Vision

Under each TL Standard shown, you should list all relevant artifacts. Each time you include an artifact; you should provide a clear description and justification for its inclusion. The justification should be related to how you have achieved that particular TL Standard. See formatted example below:

TL-I. Technology Operations and Concepts.

--The Earth WebQuest

Provide narrative detail about how this artifact demonstrates your knowledge and/or skill for this particular goal

--Online Collaboration Project

Provide narrative detail about how this artifact demonstrates your knowledge and/or skill for this particular goal

Note that the items need not meet the standards of each sub-category such as TL- I.A. However, each item should fit into at least one standard, preferably each item will meet multiple standards, and in some cases you might have an item that fits all eight ISTE TL Standard.

### **Due Dates**

There are four critical dates that all students must meet in order to successfully present and defend their portfolios in any particular semester (the actual dates will be published at the start of each semester):

1. All students must register their intent to hold their portfolio presentation with the IDD program administration and schedule the meeting of their final oral exam. The deadline to register is usually around the fourth week of classes. The student will need to have their committee chosen in order to schedule this meeting. The committee consists of three faculty, including the major advisor. Consult with your advisor about guidance on forming a committee. Students who plan on presenting their portfolio are also encouraged to notify their advisors much earlier, at least no later than the start of the semester. The best recommendation is to keep your advisor informed as to your progress throughout the program.
2. All students must deliver their portfolio to their major professor for a preliminary review. The purpose of this preliminary review is for your major professor to verify that the portfolio is complete and presented in a form suitable for review by the committee. Portfolios that are incomplete cannot be presented to the department for a full review. This deadline is usually around the mid-point of the semester, however all students should consider delivering their portfolio to their major advisor earlier if they feel they will need more time to make the necessary revisions called for by their advisor. It is important to note that your advisor is not giving final approval of the portfolio, but only attests that it is complete and ready for review by the department. Your advisor, just as other members on the committee and other faculty in the department, will then proceed to review your portfolio in depth. This preliminary review is intended to make sure that no portfolio is presented to the department that is incomplete or generally inadequate.
3. The completed portfolio, verified by the advisor as “ready for review”, must be

available to the entire department for review. The deadline is usually one week after the deadline for the preliminary review by the major advisor.

4. The student must defend their portfolio at the final oral exam on the date scheduled as indicated in item 1.

Students who do not meet these deadlines will not be allowed to graduate at the end of the current semester. Therefore, students would be required to register the following semester because one must be registered for at least 3 credits in the semester in which all degree requirements are completed.

## Portfolio Checklist

### *Purpose*

To display IDD candidates' knowledge and skills and to show that they are able to apply what they have learned within the IDD program. The Portfolio's content should reflect that of a placement portfolio with an assessment purpose.

Check and be sure to include all the documents listed below

- \_\_\_ Current resume
- \_\_\_ Autobiographical statement (750-1000 words)
- \_\_\_ Copy of your program of study
- \_\_\_ Overall reflection statement (750-1000 words)
- \_\_\_ Statement of item selection and assessment