

Portfolio Examination Guidelines for the Technology Integration Program  
Department of Instructional Technology  
The University of Georgia

## Introduction

The examination for the Technology Integration Program (TIP) shall consist of a 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 TIP candidates to present a record of themselves to the Department of Instructional Technology faculty for critical assessment. It is an integral part of the preparation for the oral examination at the end of the student's graduate program. Candidates are strongly encouraged to submit electronic portfolios.

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 about Portfolio content

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
  - Personal goals and objectives for the program
  - How work completed during program fulfilled your personal goals and objectives (events, projects, written assignments, or services, etc.)
  - Professional objectives for the future
  - How to apply what you've learned from the program to fulfill those professional objectives in the future
  - How your unique, interesting, or unusual characteristics help your professional development
  - 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: how the TIP program fits professional background, personal traits, interests and goals, difficulties during study, efforts made and strategies utilized to overcome these difficulties, what professional growth has been attained, other critical points or special episodes worth mentioning, plans for the future in terms of learning, and recommendations for the improvement of the TIP program.

## 4. Statement of Item Selection and Assessment

The candidate should first select 5-10 items which are most representative of his or her professional growth and ability. Items may include, but are not restricted to: internship

documents and products, class projects, papers, videotapes, newsletter articles, a list of professional references, publications, lesson plans, lessons, workshops, seminars, media developed and used in instruction, and 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 was completed by the student.

All items selected for Portfolio Examination should meet the ISTE Technology Leadership (TL) Standards as 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  
(explanation: xxxxxx )
- Online Collaboration Project  
(explanation: xxxxxx )

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.

### Critical Deadlines

There are two critical dates that all students must meet in order to successfully present and defend their portfolios in any particular semester:

1. All students must register their intent to hold their portfolio presentation with the IT departmental secretary no later than the end of the fourth week of classes of the final semester.
2. All students must submit their completed portfolio to their major advisor for public display within the department no later than the end of the ninth week of classes of the final semester.

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.

Please note that you do not have to hold your portfolio presentation by these dates. These presentations can be scheduled beginning anytime two weeks after the completed portfolio has been submitted to the major advisor and up to the date of the last class of the semester. Because of the typical rush during the last two weeks of the semester you are encouraged to schedule your presentation as early as possible in the semester.

## Portfolio Checklist

Portfolio Purpose: To display TIP candidates' knowledge and skills and to show that they are able to apply what they have learned within the Department of Instructional Technology 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