### 12 Week Student Teacher Portfolio Checklist

<table>
<thead>
<tr>
<th>Required</th>
<th>Portfolio Item</th>
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| ✓        | **Accountability** (5 points)  
  1. Contact Information Form  
  2. Three Phase Responsibility |
| ✓        | **Time Cards** (5 points)  
  1. Weeks 1-12  
  2. Cumulative Time Card |
| ✓        | **Progress Reports** (5 points)  
  1. Weeks 1-12 |
| ✓        | **Performance Evaluations (6 total)** (5 points)  
  1. 1st Evaluation- Program Supervisor and Supervising Practitioner  
  2. 2nd Evaluation-Program Supervisor and Supervising Practitioner  
  3. 3rd Evaluation-Program Supervisor and Supervising Practitioner |
| ✓        | **EDO Lesson Assignments** (5 points)  
  1. Expectations (lesson 1)  
  2. Welcome Letter (lesson 2)  
  3. Meet the Student Teacher (lesson 3)  
  4. CAP and Reflection (lesson 5) |
| ✓        | **My Artifacts** (see below) (25 points) |
| ✓        | **Reflection** (see below) (50 points) |

### My Artifacts

Choose five items from your student teaching experience that proved to be a great resource and/or something you will take away from your experience and use again in the classroom.

Below are some ideas to use for your artifacts:

- five or more additional different artifacts from the list below (*indicates that item is required for special education student teachers)
- board meeting agenda
- weekly lesson plans (use the standard teacher lesson planning booklet)
and calendar format or a district adopted format)

- district training materials
- newsletter
- workshop material for parents (e.g., agenda, PowerPoint presentations, sign-in sheets)
- *IEP meeting (e.g., attendance verification document, email invitation)
- *child-study team meeting notes (e.g., attendance verification document)
- teacher-made rubrics or other formative assessments
- unit assessments
- Other classroom observational notes (e.g., your observation notes with the classroom teacher’s signature)
- DIBELS scores
- band, orchestra, or choir concerts
- parent-teacher conferences
- other items deemed important by the student, supervising practitioner and/or program supervisor

**Reflection**

Choose five artifacts and write a one page reflection on the importance of that particular artifact, including: what went well, what you would do differently and how this experience/information guides your instruction and/or impacts you as a teacher. Each reflective submission is worth 10 points each.

You are welcome to create your Student Teaching Portfolio in any platform (Google Sites, Taskstream, etc.) that you choose, the only requirement is you need to submit the link to your electronic portfolio to your Program Supervisor at the 1st meeting so they are able to track your progress throughout your student teaching.