

# NTI Portfolio Requirements

Most Assignments listed in the NTI Summer Program column will be completed during the NTI summer course. Connecting activities and Responsibilities should be completed over the course of the year prior to the next course. This often includes "cleaning up" and typing documents that were produced in class.

This list of requirements will be updated or revised yearly to reflect course revisions and improvements.

<b>Category</b>	<b>NTI Summer Program Requirement</b>	<b>Connecting Activities and Responsibilities</b>
Introduction	None, however any documents brought with you to your first NTI can be placed in the portfolio at this time.	<ul style="list-style-type: none"> <li>• Resume</li> <li>• IBEW membership documents</li> <li>• Professional organization affiliations</li> <li>• Awards/Certificates</li> <li>• NTI completion certificates</li> <li>• Miscellaneous professional development documentation</li> <li>• Develop Career Summary</li> </ul>
Principles of Learning <i>Course 10</i>	<ul style="list-style-type: none"> <li>• Learning and Teaching Style Inventories</li> <li>• Philosophy of Apprenticeship Training</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Applications of Laws of Learning</li> <li>• Reflections on Course 10</li> </ul>
Elements of Trade Teaching <i>Course 11</i>	<ul style="list-style-type: none"> <li>• Strengths and opportunities for improvement exercise</li> <li>• Preparing for a presentation exercise</li> <li>• Summary activity exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Reflections on Course 11</li> </ul>
Planning and Presenting Related Information <i>Course 20</i>	<ul style="list-style-type: none"> <li>• 5-7 minute lesson plan</li> <li>• Demonstration rubric</li> <li>• 15 minute theory lesson plan and associated materials</li> <li>• Videotape/DVD of delivered lesson</li> <li>• Selected critique forms</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Reflections on Course 20</li> </ul>

<p>Using Instructional Technology <i>Course 21</i></p>	<ul style="list-style-type: none"> <li>• Presentation Project 3, with supporting materials</li> <li>• Plan for upgrade/revision of instructional program</li> <li>• Instructional improvement and upgrade list</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Reflections on Course 21</li> </ul>
<p>Performance Evaluation <i>Course 30</i></p>	<ul style="list-style-type: none"> <li>• Self-generated written test items</li> <li>• Test Generator Handouts</li> <li>• Performance Evaluation Sheet</li> <li>• NJATC test problem</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Additional self-generated tests and performance evaluations used in training program</li> <li>• Samples of students' work (photos, drawings, rating sheets, frame of reference charts, etc)</li> <li>• Reflections on Course 30</li> </ul>
<p>Teaching and Managing in a Technical Laboratory <i>Course 32</i></p>	<ul style="list-style-type: none"> <li>• Description of management forms, along with self-generated sample form</li> <li>• Second generation sketch/drawing of laboratory</li> <li>• List of strategies for the prevention of inappropriate behaviors</li> <li>• Description of safety program</li> </ul>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Photos of laboratories at training center</li> <li>• Management plan for training center laboratory</li> <li>• Reflections on Course 32</li> </ul>
<p>Discussion Methods <i>Course 41</i></p>	<ul style="list-style-type: none"> <li>• Meet with your Training Director to discuss challenges and issues around training your local's membership</li> <li>• Record his/her responses and bring to class</li> </ul>	<ul style="list-style-type: none"> <li>• Start a journal of reflective practice.</li> <li>• Record your thoughts, experiences or problems with the teaching/learning environment in your journal</li> <li>• Include solutions that can be shared with others</li> <li>• Reflections on Course 41</li> </ul>
<p>Creating an Active Training Environment <i>Course 42</i></p>	<ul style="list-style-type: none"> <li>• Design instructional strategies for a variety of situations</li> <li>• Use of "Active Learning Strategies" in the classroom and laboratory</li> </ul>	<ul style="list-style-type: none"> <li>• Using an actual instructional lesson from the NJATC library, or one from your local JATC, develop a lesson plan that incorporates active learning strategies</li> </ul>

<p><i>Cont.</i></p> <p>Creating an Active Training Environment Course 42</p>		<ul style="list-style-type: none"> <li>• Using an actual instructional lesson from the NJATC library, or one from your local JATC, develop an inquiry lesson using the 5-E lesson model</li> <li>• Develop an action plan for implementing an active training environment in your own curriculum.</li> <li>• Reflections on Course 42</li> </ul>
<p>Appendix</p>	<p>Any items that do not specifically apply to the other major sections may be placed in this section. Some courses may assign materials to be placed in the appendix</p>	<ul style="list-style-type: none"> <li>• Revise and update assignments completed in course</li> <li>• Insert photos of instruction/apprentices that illustrate successful practices</li> </ul>