

Course #20

Planning and Presenting Related Information

Professional Development Portfolio Requirements

Your Professional Development Portfolio is designed to help you apply what you learn at the NJATC's National Training Institute (NTI). It provides you with an opportunity to document your development as you continue to grow as an instructor.

The following is a list of artifacts to include in this section:

1. Include your 5-7 minute lesson plan using the 4 step method that was developed prior to NTI. Include a list of any tool(s) and/or materials that you may have included in your lesson plan. You will be critiqued on this lesson plan during your presentation on Monday of NTI. You may want to go back and revise this lesson plan before putting it into your Professional Development Portfolio.
2. Include a copy of the Demonstration Rubric that you will receive for your personal presentations. This is used to evaluate your demonstration. This will be helpful for you to go back through and review when preparing other lesson plans.
3. Include your 15 minute theory lesson using the Illustrated Talk/Lecture Method. This will be completed during the week of NTI and presented at the end of the week. Include the lesson plan, test, videotape, PowerPoint presentation, tool(s) and materials that were used in your presentation. Be sure to go through your critique forms after your presentation and make any corrections and changes to your Illustrated Talk Presentation before placing the final copy into your Professional Development Portfolio.
4. Copy of your VHS tape of the lesson you prepared and delivered to the class. (You may want to copy the VHS tape to a DVD so that it fits into your Portfolio.)
5. You may also want to include any of your critique forms that you would like to display in your portfolio.
6. You may want to include a lesson plan you develop for your presentation to the apprentices after you return from NTI.
7. You may desire to videotape one of your classroom presentations after you have completed the NTI workshop and returned to teaching the apprentices.