PORTFOLIO REQUIREMENTS
(Prior to Student Teaching)

Lock Haven University of Pennsylvania
College of Liberal Arts and Education
Office of Student Teaching and Field Experiences

It has been becoming a more and more common practice that schools are requiring a **Professional Student Portfolio** prior to starting their student teaching experience. Furthermore, portfolio requirements vary depending on the school district in which you are placed. Since determining a placement is a complex process, it is impossible to know, immediately, where you will be placed. Additionally, school districts can often change their portfolio requirement and fail to notify LHU in a timely manner of these changes. Thus, to be consistent and to make sure you are not surprised by a change in portfolio requirements, each of you will need to **complete two portfolios prior to the Placement Meeting.**

Fall 2017 Placement Meeting:
   Wednesday, November 29th, 4:30 – 6:00pm, Hamblin Hall of Flags

Basic Requirements for your portfolio:
- Make sure you use an attractive binder and binder cover. **Create an appealing title page that can be placed into the front of the binder and a duplicate title page that can be used as the first page**. (Title can be: Student Teaching Portfolio, Semester and Year you are student teaching, full name, and major(s), or any other title information.
- Current Clearances **(copies only**!): Criminal Record- Act 34, Child Abuse- Act 33, FBI check, Negative TB, Self-Reporting (Act 24), and Mandated Reporter Training (Act 31)
- Resume
- Philosophy of Classroom Management (1-2 pages)
- Personal philosophical statement about teaching (1-2 pages)
- Sample of **TWO** Standards based lesson plans
    - ECED: One lesson at the PreK - 1, one lesson at the 2 - 4 grade
    - Middle Level: One lesson from grades 4 – 6 and one from a middle level setting in your concentration area
    - Secondary Majors: One lesson plan from a middle school setting (7-8) and one lesson plan from a high school setting (9-12)

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- o ECED/Dual or SCED/Dual, or ELML/Dual: One lesson plan from a regular classroom and one from a special education lesson plan.
- o HPED: One lesson from a middle (or high school setting and one lesson plan from an elementary setting.
- Sample unit plan (if completed by the meeting): Your choice on which grade level, regular or special education, etc.
  - o Lesson Plans, Assessments, Worksheets, Projects, etc.
- Academic record (Unofficial Transcript)
- Sample letter written to parents: (only for Early Childhood majors, PreK-4)
- A standard Pennsylvania teaching application

For State College Area SD

> To student teach in the State College School District, you **must have a MAC laptop that meets the school district's standards** (contact the school to get the most current requirements). If you do not have a MAC laptop, please contact Dr. Michalow.

HINTS/TIPS
- Feel free to be professionally creative by adding tabs, table of contents, etc…
- CHECK GRAMMAR AND SPELLING!
- Some schools also require a basic interview (meet and greet)
- Some (very few) do not require any type of portfolio
- Some schools require the portfolio the semester prior to student teaching while other schools require the portfolio on the first day you arrive (See below).

As of the beginning of the semester
- The following school districts require a review of your professional portfolio before you begin student teaching. Your portfolio will be delivered to the school district office where you have been placed.
  > **Jersey Shore**
  > **Loyalsock Township**
  > **Montoursville**
  > **Williamsport**

- The following school districts require a review of your professional portfolio. **You must take your Portfolio with you the first time you meet** with your cooperating teacher!
  > **Bellefonte SD**
  > **Muncy SD**
  > **State College SD**
  > **South Williamsport SD**
  > **Keystone Central SD**

If your school district is not listed above, then there is no Professional Student Portfolio requirement as of this meeting time. However, remember, a school district's policy may change at any given time. Furthermore, if your district is not listed above, it is recommended that you show your portfolio to various district personnel.

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