Freed-Hardeman University
School of Education
Graduate Studies

Professional Portfolio for M. Ed. Program

General Directions:

For EDU 500:

- The Portfolio will be submitted for advisor to review at time of EDU 500 advising session (by appointment). Only those items for EDU 500 must be complete at that time.

For Candidacy:

-The portfolio will be presented for advisor review at time of Candidacy Interview (by appointment).

For Comprehensive:

-The Portfolio will be submitted, for the last time to the advisor, as a part of Comprehensive Exams.

Portfolio Content:

1. **Personal Information**
   a. Personal Data Sheet*
   b. Resume*
   c. Autobiography*
   d. Picture*

2. **Educational/Professional Experience**
   a. Overview of work experience*
   b. Licensure (if applicable)*
   c. Praxis***
   d. Undergraduate Transcripts*
   e. Miscellaneous Artifacts (Certificates, Awards, Letters of Recommendation, Job Evaluations, Commendations, Etc.)***

3. **Service (minimum of 50 hours)**
   a. Reflective Overview of service involvement (from your past experiences)**
   b. Reflective overview service plan (your plans for the next year or so)**
   c. Artifacts (one)* (some)** (more)***

4. **Diversity**
   a. Reflective overview of previous experiences based on background, education,

work settings, etc., as it relates to diversity in professional educational settings. This includes race, ethnicity, culture, exceptionalities, etc. (your past experience)**

b. Growth Plan**
c. Diversity Artifacts*** (pictures, brochures, signed documents, etc.)

5. **Communication**
   a. Reflective assessment of oral, written, and public communications.**
   b. Growth plan**
   c. Graduate faculty feedback of oral presentations (minimum of three)***

6. **Technology**
   a. Growth plan**
   b. Two PowerPoint presentations created and used in classes.***

7. **Professionalism**
   a. Membership in professional organization*
   b. Review of appropriate code of ethics*
   c. Reflection Paper**
   d. Growth plan**

8. **Graduate Program**
   a. Course list*
   b. Transfer work (if applicable)*
   c. Artifacts for competencies needed for licensure (if applicable)***
   d. Graduate course artifacts (some)** (all)***

9. **Complete Dispositions Self-Assessments on TaskStream**
   a. For EDU500*
   b. For Candidacy**
   c. End of Program (comprehensive exam)***

Assignment Key

Description of Key: Everything listed with one star (*), should be in your portfolio by the end of the EDU 500 course. Everything with two stars (**), should be in your portfolio when you go up for candidacy. Everything with three stars (***) should be in your portfolio by your final meeting when your portfolio is reviewed as part of your comprehensive exams.

*EDU 500
**Candidacy
***End of Program