

ePortfolio Guide for Educational Leadership

ePortfolio Sections

Your ePortfolio will contain the following sections (described in greater detail below):

1. Introduction (home page)
2. Cover Letter
3. Curriculum Vita/Resume
4. Leadership Framework
5. Belief Matrix
6. Entry Plan
7. Course Timeline
8. Internship
9. Artifacts
10. Personal Evaluation
11. Program Evaluation

Although we appreciate the uniqueness of portfolios as they document goals, achievements, skills, and learning experiences, we require particular sections to facilitate the programmatic and evaluative purposes of ePortfolio development. Some people may feel that required sections limit their self-expression or conform learning experiences to unrepresentative categories. We believe that barriers to creativity and self-expression can be overcome through presentation style, selected evidence, and personal reflection. Remember that your ePortfolio satisfies [multiple program purposes](#).

Introduction:

The introduction or Home page is the first page people will see when they access your ePortfolio. You should provide a professional photograph of yourself and a brief introduction about you as a professional. Use this page to concisely indicate who you are, your career objectives, and the degree you are seeking.

Next introduce your portfolio. Briefly describe what is found within it. You may want to highlight one or two major goals or milestones that you accomplished during ePortfolio development and indicate how they influenced you and your career aspirations. You may also want to indicate how your ePortfolio demonstrates sufficient knowledge and skill to satisfy job searches, promotion requirements, or other professional objectives. Make sure your introduction is concise; it should introduce, not supercede other ePortfolio sections.

Cover Letter:

Include the Cover Letter you wrote in [EDAD 5030](#). This fictitious cover letter is written as if you were applying for your dream job. Include your professional training, beliefs about school leadership, and positive attributes.

Curriculum Vita/Resume:

Include an up-to-date vita in this section, a document required in [EDAD 5030](#). Your vita should highlight professional accomplishments, and summarize educational experiences.

Given the limited formatting capabilities of HTML editors, you may also want to include a PDF version of your document.

Include:

- Professional address
- Education
- Honors and awards
- Certification(s)
- Research interests
- Professional experiences including time frames and brief job descriptions
- Professional activities such as publications, presentations, grants, etc.
- Teaching activities
- Professional service activities

Leadership Framework:

Include the leadership framework you created in **EDAD 5020**.

Belief Matrix:

Include the belief matrix you created in **EDAD 5010**.

Entry Plan:

Include the entry plan you created in **EDAD 5020**.

Course Timeline:

To help you plan your program experience, you should indicate your time frame for completing all degree courses by your first ePortfolio review. This list may change as you but it will help you plan your degree.

This timeline should identify the degree you are seeking. Any courses taken prior to program admittance that were accepted to fulfill program requirements must also be listed. Indicate the institution, year, and semester (or equivalent) that they were completed.

Your timeline should then list all Fall, Spring, and Summer semesters between program admittance and expected graduation. Group semesters by year. Indicate within each semester what courses you will take to complete program requirements.

Internship:

This section should be a reflection on your internship experience. You should describe the following:

- Place and timeframe of your internship
- Mentors

- Reflections on experiences and lesson learned. This should be a detailed reflection on how you think the internship went. What were your strengths? What were your weaknesses? If you could do it again, what would you change?
- Include all 24 internship activities write-ups from your course work in two semesters of EDAD 5580 **in one file**.

Artifacts:

On the Artifacts page of the ePortfolio, you will provide documentation of your strengths, experiences, and skills. This section might include any of the following:

- Selected letters of reference (2 or 3)
- Leadership experience
- Communication: personal, internal (staff), and external (parent/community)
- Organizational skills
- Technical skills
- Pictures of your experiences

Personal Evaluation:

This section of your ePortfolio should include a thoughtful reflection regarding your performance during the previous years. Base it on the goals you established and your ability to meet those goals. Be honest and direct. Were you pleased with your overall performance? Why or why not? What strengths do you have? What personal limitations impeded your progress? How and to what extent did you overcome these limitations? How might you overcome them in the future?

This is also a space to go beyond your stated goals and address other life events that are important for understanding your performance during year.

Program Evaluation:

Similar to your personal evaluation, this section of your ePortfolio is meant to review the program's abilities to meet your goals and expectations. In what ways did programmatic elements help or hinder goal attainment? What strengths and weaknesses does your program have? What might the Educational Leader program do to better support your professional development? What would you like to see more of in the future? What would you like to see less of?

As with your personal evaluation, be prepared to defend and discuss your statements with your advisor and/or committee. Although you shouldn't shy away from giving or receiving criticism, make sure that your comments are based on constructive feedback as opposed to anger, spite, or blame placing.

Goggle Site Tutorial

Google sites is a free Internet Wiki based on collaborative web design. You may use it to create your eportfolio. Unlike many wikis, Google Sites does not require you to learn HTML, CSS, or Wiki syntax to develop content. You can also determine who can access your content, making your eportfolio public for all Internet users to see or restricting it to just a few persons.

You will need the following pages for your ePortfolio (see [Appendix A](#)):

1. Introduction (home page)
2. Cover Letter
3. Curriculum Vita/Resume
4. Leadership Framework
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A youtube tutorial to help you create your ePortfolio is provided below:

[New Google Sites for Beginners Tutorial - 2018](#)

Check out my gear on Kit: <https://kit.com/TeacherCast> In this video, we will show you how to create a basic website using "New" Google Sites. In this video, I'll show you: 00:45 How to create a New Google Site 01:09 How to create and customize a page header 01:30 How to add text to your website 01:57 How to add images to your website 02:38 How ...
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