MA in TESOL Portfolio Requirements

At the end of your program, all MA students are required to put together an MA in
TESOL Portfolio, which consists of the following elements.

REQUIRED ELEMENTS

1. Table of Contents
   • Include full name and student number
   • Include all elements with relevant page numbers

2. Philosophy of Teaching Statement
Write a statement of your philosophy of teaching as it may be directed at a potential
employer (1-2 pages, double-spaced). Note: Once the first draft of your Philosophy of
Teaching Statement is completed, you are encouraged to contact the Portfolio Reader to
arrange a mock oral comprehensive exam based on your philosophy of teaching (see
Mock Oral Comp under “Completion Schedule for the Portfolio.”) Note: One of your
ELT III assignments is to write your Philosophy of Teaching.

3. Samples of Pedagogic and Academic Work
   (a) Lesson Plans
You need to submit two lesson plans for classes about 1-2 hours (each) following a
format you will be/have been introduced to in your TESOL courses. We encourage you
to design your lesson plans according to the Lesson Plan Blueprints used in ELT II.
Lesson plans need to be "user-friendly" in that they would enable someone other than
yourself to easily teach the lesson. You can submit lesson plans you have developed for
classes that you will teach/have taught or lesson plans you have previously submitted
in TESOL classes. Under certain circumstances -- and with prior approval -- one of the
lessons may be designed for teaching a foreign language (other than English).

   (b) Teaching Demonstration Video
You need to submit videotape that shows you teaching a lesson to ESL/EFL students.
The TESOL program has two camcorders that students can check out for their teaching
video. Students may use a digital camera or purchase a cassette. The teaching video
should be accompanied by all materials for the lesson and an outline of the class lesson
plan. This lesson plan does not need to be as exhaustive as the ELT II Lesson Plan
Blueprints, but it should make clear the lesson context, including student audience,
previous and following lessons and an easy to follow description of the entire lesson
sequence for the class recorded. IT IS REQUIRED to view your teaching video before
submitting it and to include any reflections you might have (such as activities you might
do differently.) Note: the Teaching Demo Video and critique is an assignment for ELT III.
You need to submit one formal research paper (or project), complete with references, from your TESOL course work. It must demonstrate your ability to conduct meaningful research according to the conventions of our field. The paper must be approved for submission by the Portfolio Advisor.

Assignments that are NOT appropriate for fulfilling the academic paper requirement are portfolio or journal entries from TESOL courses, homework or task assignments, and group (more than 2 people) projects. **Note:** When you include assignments from a previous TESOL course, you must submit both the original (with teacher comments and grade) and the revised version to the Portfolio Advisor.

**OPTIONAL ELEMENTS**

These optional elements will not be formally evaluated by TESOL faculty, but they will strengthen your portfolio should you show it to a potential employer.

1. **Introduction to the Portfolio**
   A one-to-three-page document that brings together your portfolio as a whole document. In such an introduction, you would set up and contextualize the pieces you are including: for example, you may choose to discuss why you selected each particular piece, themes that you see across several of the pieces, learning that occurred in the process of doing each piece, observations that you see now as you look back at them, etc.

2. **Current Resume**
   If you are unsure about what to include in your resume, consult with TESOL faculty.

3. **Teaching Evaluation**
   Official evaluations and/or recommendations of your teaching ability/effectiveness from your supervisors at teaching institutions. You may also include student evaluations of ESL/EFL courses you have taught.

4. **Teaching Materials**
   If you have developed your own original teaching materials, you may also include them in your portfolio. **(Note:** These items may not be the same as the two lesson plans).

5. **TESOL Projects**
   This includes papers, group projects, and evaluations of assessment instruments.

6. **Papers Published or Presented at Conferences**
   If you have submitted papers for publications and/or have developed presentation materials (handouts, OHP slides, etc.), you may also include them in your portfolio. **(Note:** These items may not be the same as the required academic papers/projects.)
Completion Schedule for the MA in TESOL Teaching Portfolio

Note: MAT:ESOL Students have a different type of portfolio and a written comprehensive exam. They should see the School of Education’s Graduate Advisor, Amalie Gorbold (x3716) for details of their program completion requirements.

Information Session
Every fall and spring semester, an information session will be held for all MA candidates. Portfolio requirements and the portfolio process are explained. You should plan to attend the portfolio session in the first semester of your academic program so that you can begin compiling the elements required from the outset of your program (and not three weeks before you plan to graduate).

TESOL faculty and the Portfolio Reader will help you identify assignments that you might want to consider for inclusion in your portfolio. Feel free to consult with the Portfolio Advisor on any of your work at any point during your academic program.

Mock Oral Exam
The semester prior to the semester you plan to graduate, you are encouraged to complete a first draft of your Philosophy of Teaching as early as possible. Once you have submitted your Philosophy of Teaching, we can, if you wish, schedule a short Mock Oral Exam. The purpose of this mock exam is to familiarize you with the format, style and question types of the oral exam, and to provide feedback which may be used to revise your Philosophy of Teaching. The Mock Oral Exam will typically be based on your Philosophy of Teaching statement alone and will last no more than twenty minutes. The Mock Exam is given for your experience only. You can neither pass nor fail the Mock Oral Exam.

Submission of Draft Portfolio
A draft of your portfolio (original as well as revised versions) must be submitted to the Portfolio Advisor for review at a date specified by her at that semester’s Portfolio Information Session (typically within the first three weeks of that semester). This early deadline is so that students will have time to revise/rework certain elements for their final portfolio submission. Few pieces of work are ever perfect. The Portfolio revision process provides you with an opportunity to do really polish the work you did earlier in your courses. If the work you are submitting was work you completed in one of the portfolio advisor’s classes, then you will submit that work to another faculty member for review. Otherwise, the portfolio advisor reviews all submissions.

Work from any courses taken during that semester may be submitted as it is completed. The Portfolio Advisor (in consultation with other faculty) will determine which elements of the submitted portfolio are acceptable. Experience has shown that most students need to anticipate moderate to extensive revisions before the portfolio is considered acceptable.
Submission of Final Portfolio
Your final portfolio must be submitted by the following deadlines during the semester in which you intend to graduate:

- Fall semester graduation ➔ portfolio due Nov. 1
- Spring semester graduation ➔ portfolio due April 1
- Summer semester graduation ➔ portfolio due July 15

Two versions of the portfolio are submitted: one via binder with all videos and supplementary materials and the original versions of lesson plans and research paper/project and another clipped version without the original version of lesson plans and research project (please staple each piece; e.g., the Teaching Philosophy, the Research Paper, as a separate item and then clip them all together). Exceptions to the above deadlines are only possible with prior approval by the Portfolio Reader.

Graduation Paperwork
In order to graduate, you must complete the following two forms during the semester in which you intend to graduate:

- Application for Graduation (this must be completed online via your my.american.edu portal by the end of the first week of classes in the semester you wish to graduate)
- Application for Comprehensive Examinations (cost is $25) (obtained from the Program Assistants in McKinley 156).
- It is your responsibility to complete these forms.