

# **The Power of the Portfolio...**

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## **It's Time to Take Charge!**

# Developing a Professional Portfolio

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Making the connection  
between crafts person  
and instructor



# What is a Portfolio?

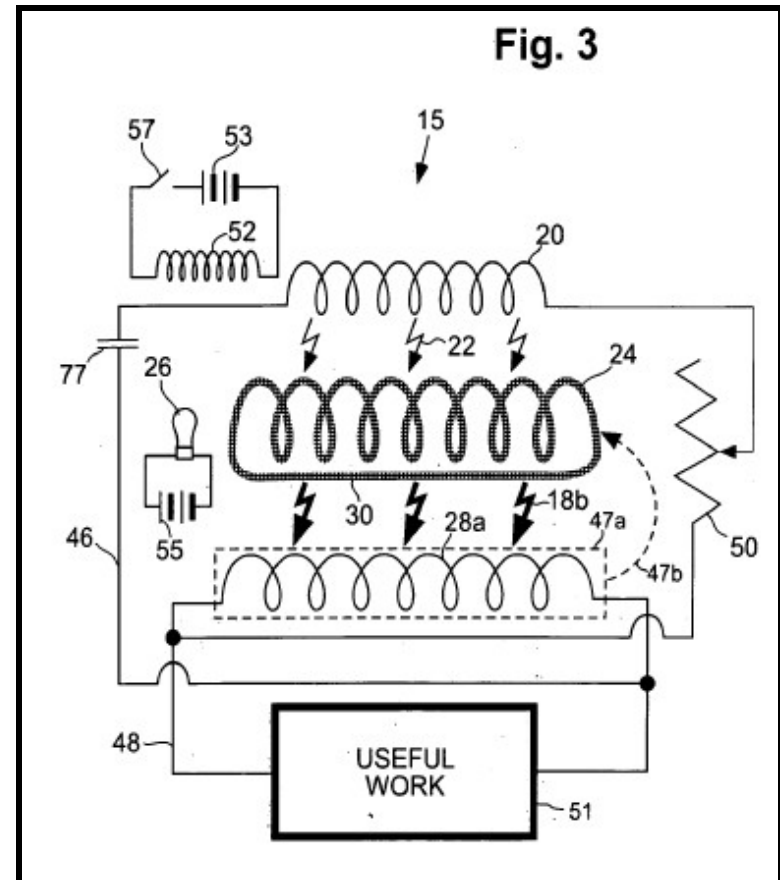
A collection of items,  
that document a  
professional's career.

Educators,  
woodworkers and  
architects all use  
portfolios to showcase  
their expertise.



# Think of your Portfolio as a Schematic Diagram

An illustration that shows **YOUR** function and connections as an electrical instructor.



# The Difference Between a Portfolio and a Resume

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A ***resume*** is a brief document that lists your personal information and accomplishments.

Generally, no longer than 2 or 3 pages.

A ***portfolio*** is more extensive. It contains samples of your work.

A resume is usually included in your portfolio



# Who will see my Portfolio?

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- ☐ Apprentices
- ☐ Training Directors
- ☐ **NTI Professional Educators**
- ☐ Colleges/Universities Accreditation Teams
- ☐ State/Federal Certification Reviewers
- ☐ Industry Advisory Committees
- ☐ Peers
- ☐ **YOU!**

# Why Do I Need a Portfolio?

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It's a course requirement!

NTI is a **4 YEAR** program **NOT** a 4 Week program.



# Why do I Need a Portfolio?

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Demonstrates  
your  
professional  
experience  
and growth as  
an instructor.





# Why do I need a Portfolio?

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- ❑ Demonstrates your professional experience as a craft worker and instructor
- ❑ Makes the connection between what you learn at NTI and how you apply it in your classroom
- ❑ Helps you to re-evaluate your classroom performance to become a better instructor
- ❑ Serves as a resource for grants, budget requests and equipment needs
- ❑ Keeps you organized
- ❑ Keeps you on track in your professional career
- ❑ I-Group Requirement!



# Why do I Need a Portfolio?

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Shows you  
are using  
what you  
learned at  
NTI in **your**  
classroom.

Makes a connection between  
learning and application



# Connection Between Learning and Application

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Each NTI course will have **connecting activities** for you to complete:

## **Year One:**

Resume

Philosophy of Apprentice Training

Career Summary

Worksheet on Laws of Learning

Reflections on *Principles of Learning* and *Elements of Trade Teaching*

*Copy of certificates, transcripts, membership documents*

# Connecting Activities

## EXAMPLE

As you complete  
each activity:

- Proofread
- Revise as needed
- Label as needed
- Computer  
generate
- Place in Portfolio

### Career Summary for Ben Williamson

Benjamin K. Williamson is the Training Director for the Somewhere, California Joint Electrical Apprenticeship and Journeyman Training School. He has worked at the training facility as the full-time director since September, 2008.

As the training director, Ben serves as both Apprenticeship Coordinator and Director of Training for all journeymen skill improvements courses offered at the JATC in Somewhere. Currently, there are .....

.....

# Why do I Need a Portfolio?

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Lets you  
**re-evaluate** your  
classroom  
performance to  
become a better  
instructor.



# Evaluation

## EXAMPLE

You will develop:

- Evaluation  
Instruments
- Assessment  
Instruments
- Reflection  
Instruments\*

### REFLECTIONS ON YEAR ONE

Reflection is a critical aspect of being an excellent instructor

### ASSIGNMENT

Begin to write notes or observations related to your learning experiences from Year One courses .

1. What were the major topics covered that will have the most impact on your instruction at your JATC?
2. How will you apply concepts and skills learned during Year One in your classroom?

# Keeps you Organized.

# Use the tabs provided or make your own.



# Why do I Need a Portfolio?

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Keeps you  
on track  
in your  
**professional  
growth.**

Arrange your:

- Certificates
- membership documents
- transcripts in **reverse** chronological order.



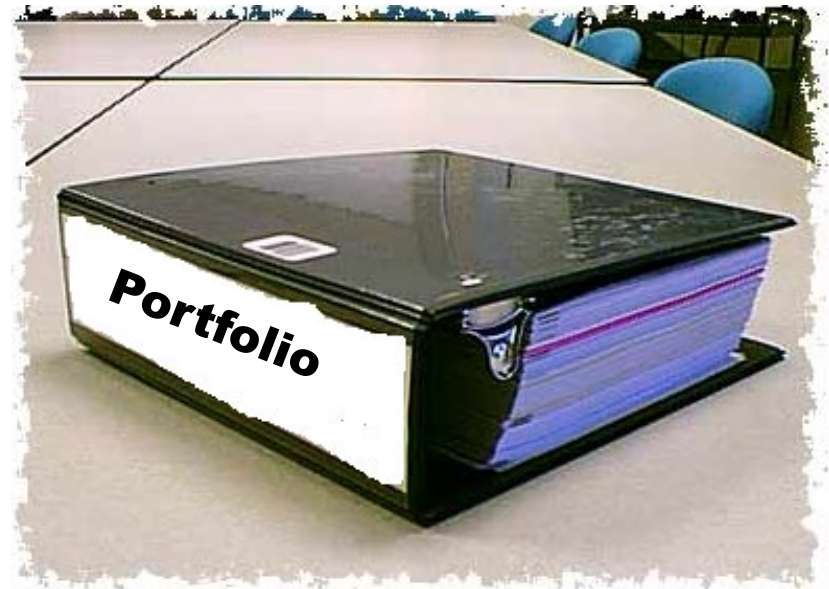
# Types of Portfolios

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## Working Portfolios:

Complete, unabridged set of documents.

Designed to fully demonstrate your professional growth and experiences.



# Types of Portfolios

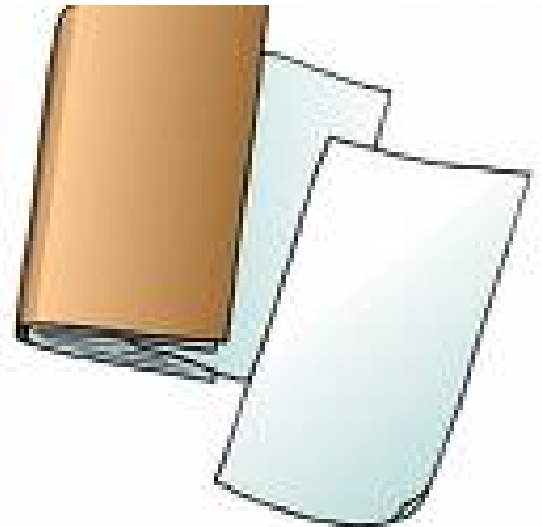
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## **Presentation Portfolios:**

Carefully selected documents.

An organized record of your professional growth and experiences as an instructor.

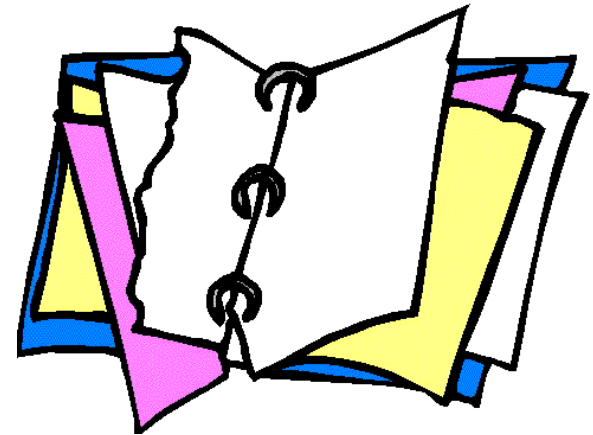
We will focus on  
**Presentation Portfolios**



# Portfolios may be...

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- **Electronic**
- **Paper**
- **Combination**



A collection of individual documents on a thumb drive is **not** an electronic portfolio.





# **Sections of your Portfolio**

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**Your CHOICE. My recommendation:**

- ☐ **Introduction: Resume and Career Summary**
- ☐ **Certificates, Membership Documents,  
Transcripts**
- ☐ **Year One**
- ☐ **Year Two**
- ☐ **Year Three**
- ☐ **Year Four**
- ☐ **Additional personal information if desired**



# Items to be Included in your Portfolio

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**Your portfolio will include many documents, including:**

- ☐ Lesson Plans
- ☐ Evaluation Instruments
- ☐ Learning Modules
- ☐ Pictures – **be sure to label**
- ☐ Newspaper, Newsletter Articles
- ☐ PowerPoint Presentations
- ☐ Video Clips

# Title Page

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Don't forget to create a title page for your portfolio.

Make it personal but professional.

## EXAMPLE

John Smitty  
Professional  
Portfolio



Sunny Beach Florida  
Training Center

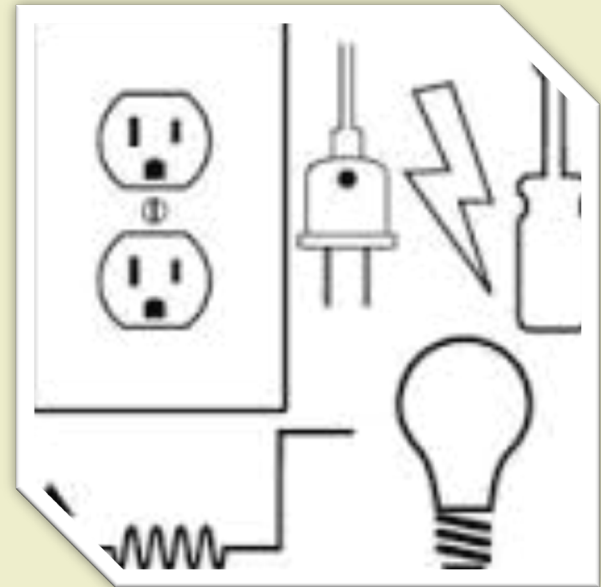
## EXAMPLES

### **Bill Waterfront** Professional Portfolio



One Two, Michigan  
Training Center

### **Sam Greenlee** Professional Portfolio



Blueman, KY  
Training Center

# Make it YOUR Portfolio

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Remove items  
that are not  
your work.

For example:  
this PowerPoint.





# Seems Like a BIG Job!

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**When will the documents be assembled?**

Many are already developed.

Others will be developed over the course of your time at NTI.





# Seems Like a BIG Job!

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Your portfolio will begin taking shape over the next few weeks.

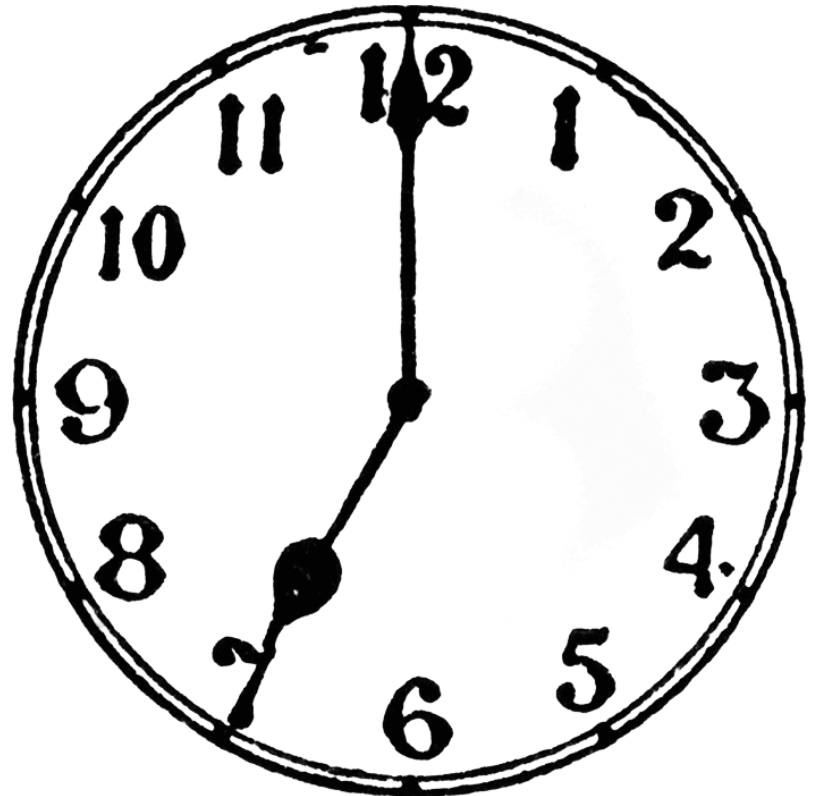
Adding to it will be a continuous process over the next three years (and beyond).

Ready to  
Get  
Started?

# Helpful Tips

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Start early  
and stay  
up-to-date.





# Helpful Tips

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Use the  
material  
provided  
at NTI.

- Assignment Checklists
- Templates
- Website
- Newsletters
- PRC

# Year One Checklist

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## Year One

### What should I put in my Portfolio?

(These are to be completed during and after your First Year at NTI)

- ☐ Personal Philosophy of Apprenticeship Training
- ☐ Application of Laws of Learning
- ☐ Resume
- ☐ IBEW Membership Documents
- ☐ Educational and Technical Certifications
- ☐ Educational Transcripts
- ☐ Career Summary
- ☐ Reflections on Year One
- ☐ Training Director Feedback

**Website:**

**<http://nti.electricaltrainingevents.org/>**

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REGISTRATION **TRAINING** ATTENDING EVENTS SUPPORTERS

**NTI 2019**

July 27 to August 2, 2019

University of Michigan  
Ann Arbor, MI

GO TO REGISTRATION



# *Get the Newsletter*

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## Newsletter Registration

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Sign up to get interesting news and updates about developing your portfolio.

First Name

Last Name

Email Address

SIGN UP

## Finding the Portfolio Information and Newsletter Registration

1. [nti.electricaltrainingevents.org](http://nti.electricaltrainingevents.org)
2. Click on Training
3. Click on I Group
4. Click on Portfolio
5. Scroll down and click on:  
    “Sign up for the Portfolio Newsletter”
6. Fill in the information and click:  
    “SIGN UP”



# ***Portfolio Resource Center***

Questions Answered

Feedback

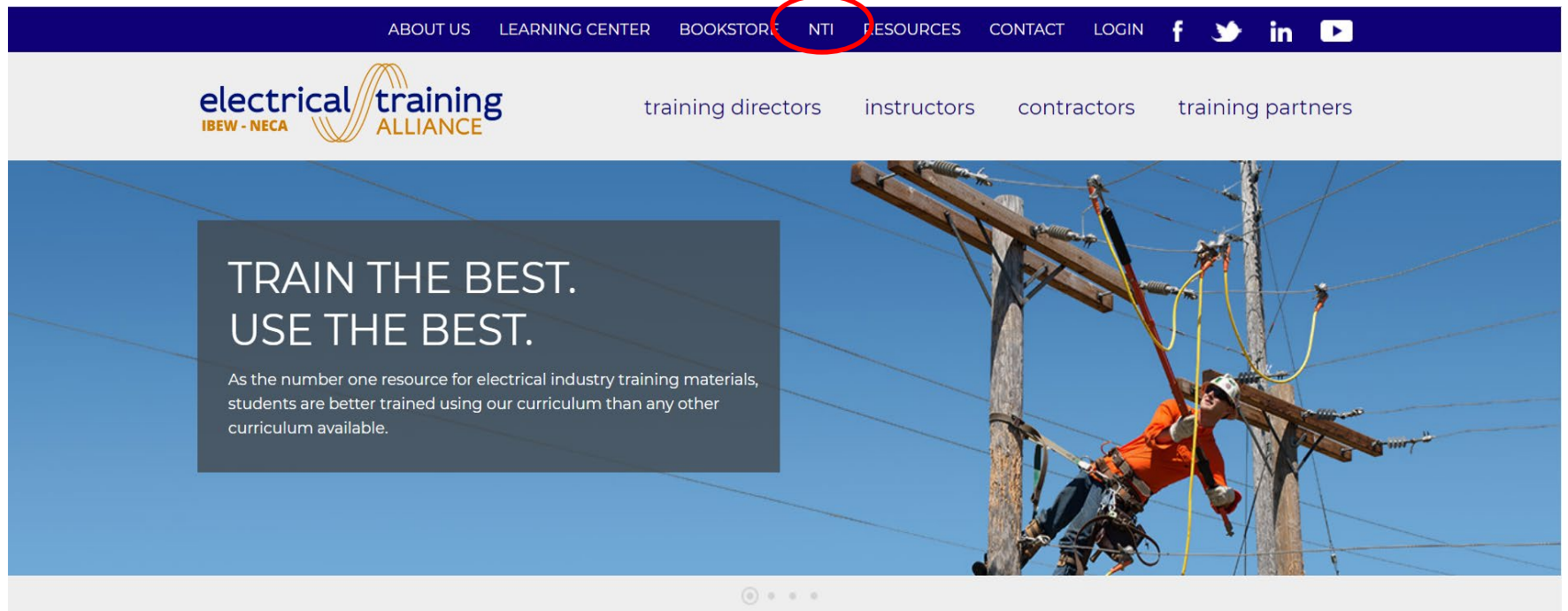
Review Connecting  
Activities

Pick-up Additional  
Material

View Sample Portfolios



**Website: [www.electricaltrainingalliance.org](http://www.electricaltrainingalliance.org)**



# Helpful Tips

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Include a brief explanation of each document or group of documents.

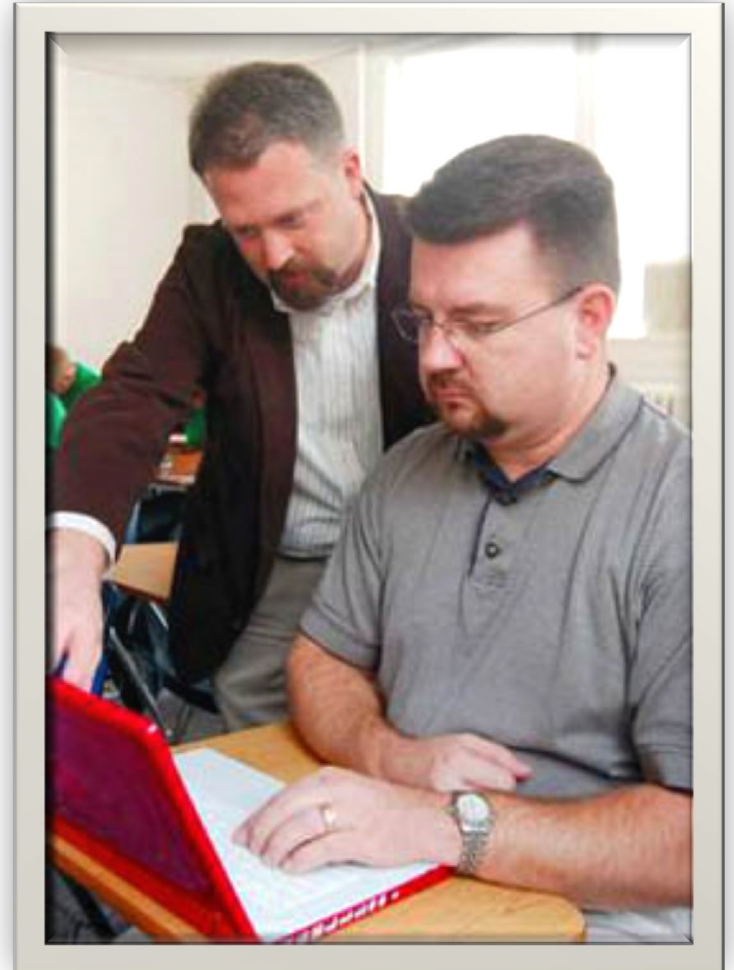


Label all Pictures

# Helpful Tips

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Ask your NTI instructors for clarification, when needed.



# Helpful Tips

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“Clean up” and revise documents created in class when you get home.

Label and place in portfolio.



# Helpful Tips

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Review your documents throughout the year.

Make changes as needed.





# Helpful Tips

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Share your portfolio with your Training Director for valuable feedback.

**Positive Feedback**



# TRAINING DIRECTOR FEEDBACK

	Improvement Needed			Excellent
<b>The portfolio:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. is well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. has appropriate content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. includes a variety of pieces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. demonstrates a concerted effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. has a professional appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. goes beyond minimum requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. shows evidence of personal reflection and awareness of personal strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

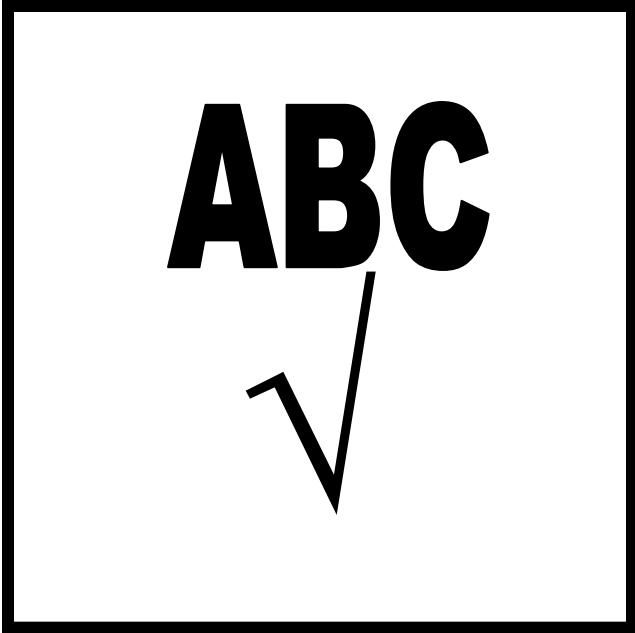


# Helpful Tips

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Do your best  
work.

Proof all work  
carefully!

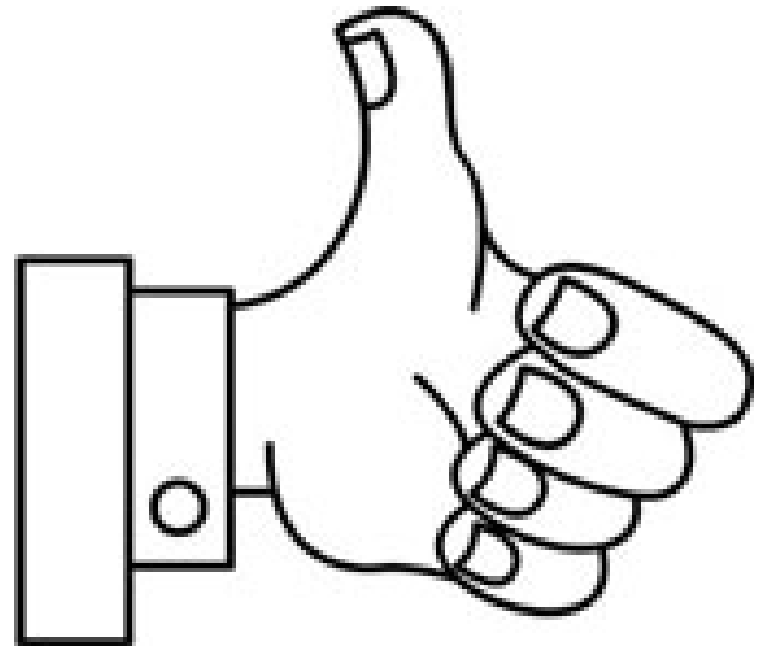


**ABC**  
✓

# Helpful Tips

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Keep the tone  
of your portfolio  
positive at all  
times.



# Helpful Tips

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Keep back-up  
copies of all work.

Save a back-up  
copy of your entire  
portfolio if you  
loan it out.



# Helpful Tips

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Make plans  
to bring your  
portfolio with  
you each year  
to the NTI!



# For More Information

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<http://nti.electricaltrainingevents.org/>



**And Now... You're Ready to Get Started!**

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**Good Luck!**

**We know  
you'll do a  
great job!**





# **Contact Me Anytime!**

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**Julie Brockman**

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