

NKU GRADUATE EDUCATION PROGRAMS

ePortfolio Checklist

Name _____ Date of Portfolio Submission _____

****Mail or drop off your ePortfolio on a flash drive or CD to the Graduate Education Office.**

I verify that I have completed the following:

_____ I have included the requested identifying information on the cover and first page of my portfolio.

_____ My links work correctly, I have made sure they are not linked to my hard drive.

_____ I have items on a table of contents linked to pages of my portfolio.

_____ I have included an updated resume.

_____ My introductory letter describes my teaching experience, my current teaching setting, and the unique features of my teaching position and the student population my school serves. I understand my letter of introduction covers the requirements for teaching and learning context.

_____ I have included a copy of my curriculum contract that reflects all of the classes I have completed .

_____ My philosophy of teaching references at least three philosophers/theorists/researchers, explains how I interpret their work, and gives examples of how I use the ideas in my classroom. The citations and references are in APA format.

_____ My reflection includes the name of and the number of standard and performance criteria covered, a description of the artifact, and a statement explaining the impact of the artifact on student learning.

_____ I have removed any identification of students from my portfolio.

_____ I have included permission for any pictures I have used or have presented pictures in such a way that no student can be identified.

I have read and checked the above. My portfolio is ready for evaluation. I understand that if I have omitted a necessary part of my portfolio. I will make the necessary corrections and return my portfolio within one week. I understand that if I do not return the portfolio within one week my graduation or program completion may be delayed.

Name

Date