The Portfolio Hearing

Similar to senior exhibitions in high schools and dissertation hearings in doctoral programs, the end-of-the-year Portfolio Exhibition provides STEP students an opportunity

- to reflect, in the presence of colleagues, on their professional growth and development, their learning and their accomplishments,
- to share what they know and are able to do with people who are important to them and who supported them during the program,
- to create a sense of closure and celebration as they prepare to graduate from STEP and enter a new stage in their teaching career.

The Portfolio Hearing Committee

The Portfolio Hearing Committee must include the STEP student’s supervisor, a STEP colleague, and a university-based faculty or staff. Ideally, it will also include a member of the school faculty (e.g. CT) or an administrator. The STEP student might also invite another person of his or her choice. The supervisor acts as the facilitator and time-keeper for the meeting.

The Agenda

- Video viewing, analysis and discussion ~15 minutes

  The STEP students present a 5-8 minute clip of videotape. A transcription should be made available to the members of the committee. The students should explain why they chose the particular segment, what they were trying to accomplish in this lesson, and what it represents about their practice. Committee members might point out what successful things they observed or ask clarifying and probing questions.

- Presentation of one artifact from the Portfolio ~10-15 minutes

  The STEP students present an artifact of their choice from the portfolio. They can choose a piece of which they are particularly proud or a piece that continues to provoke or puzzle them. Committee members might comment and discuss the artifact.

- Presentation of the Portfolio Summary Reflection ~15-20 minutes

  STEP students discuss this last portfolio entry, reflecting on how their practice is developing in light of the California Standards for the Teaching Profession. They talk about what they perceive as their strengths, areas of growth, and goals for future professional development. Committee members discuss this entry as well as other elements of the portfolio.
Time and Place

Exhibition hearings should be scheduled anytime between May 7th and May 24th. Committee members should have an opportunity to view the portfolio before the time scheduled for the hearing. STEP students need to make available to members of the committee a working version of their portfolio 2 days before the scheduled meeting.
If scheduling the meeting presents a particular difficulty, the STEP student might consider taking the morning off from his or her placement.

The meetings should take place anywhere that makes sense for all members of the committee: at a school site, at someone’s home, or at Stanford. If at Stanford, the STEP student needs to reserve a room and the necessary AV equipment. Susan Burgenbauch will facilitate the process of finding an appropriate location. When you have finalized all the arrangements, you should complete the attached form and hand it to Susan.

---------------------------------------------------------------------------------------------------------------------

The Portfolio Hearing

Name _____________________________        Supervisor _______________________

STEP Colleague (s) ______________________________________________________

Stanford University Faculty _____________________________________________

School Based Faculty ___________________________________________________

Other _________________________________________________________________

Date _____________________                              Time _________________________

Location ________________________________

Equipment _______________________________

This form should be completed by two weeks before the proposed date for the hearing and submitted to Susan Burgenbauch.