

### Comprehensive Exam – Final Portfolio Guidelines

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Course site: <http://d2l.msu.edu> → SS17-FLT-898-MAFLT Portfolio (Comprehensive Exam) and MAFLT Community  
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#### Purpose and Procedure:

The MAFLT Portfolio is designed to serve two primary purposes. The **internal** purpose is to demonstrate that you have met the learning objectives of the program. The **external** purpose is to ensure that you graduate with a coherent, well-presented, detailed collection of evidence that can convey your foreign language teaching experience to stakeholders outside the program, including current and future administrators, prospective employers, academic programs, state boards, and so on. To that end, we ask you to present your materials in two forms:

#### 1. Personal Portfolio Dropbox in the FLT 898 course:

Submit each required document to your personal Portfolio Materials Dropbox in the SS17-FLT-898-MAFLT Portfolio (Comprehensive Exam) course. Please copy the documents that you might already have uploaded to the Dropboxes in the MAFLT Community to your individual FLT 898 Dropbox. You can begin uploading material once you are enrolled in the comprehensive exam/portfolio course.

#### 2. Internet-Based Portfolio:

Create an internet-based portfolio so that your materials will be compiled in a form that is easy to share internally and externally. Include all elements of the portfolio as listed below. Within D2L, the ePortfolio system is designed to allow you to create web pages (known as “presentations” in ePortfolio) quickly from documents and information that you have uploaded to your ePortfolio space at any time in your MSU career. Once you have created your portfolio, you can continue to use the link after graduation. That said, you are welcome to use another program such as Google Sites, WordPress, or Weebly. We can and will provide some guidance on all of these methods, but designing an online portfolio is another form of evidence of your learning. Please share the link to your internet-based portfolio in your personal discussion thread, so I monitor your progress.

#### Contents of the Portfolio:

The chart below summarizes the documentation that should be included in your portfolio. Note that only the first three items should be created exclusively for the portfolio. Some elements are currently optional. “Source” refers to the course in which you should have completed the item. This list is subject to change over time, but you will be held to the requirements listed in the PDF

of the Portfolio Guidelines marked with the semester in which you are enrolled in FLT 898. If you have any questions about the required content of your portfolio, please refer them to the portfolio advisor listed above.

**Due Dates in Spring 2017:**

<b>Task:</b>	Request waiver of a portfolio component by:	Submit all portfolio materials:	Receive and review feedback on your portfolio and web site:	Submit any and all requested revisions for final grade:
<b>Date:</b>	Wednesday, 03/01 (midpoint)	Monday, 04/17	Monday, 04/24	Monday, 05/01
<b>How:</b>	Send email to portfolio advisor	Dropbox in FLT 898 and Online Portfolio	Dropbox in FLT 898 and email	Dropbox in FLT 898 and online (notify when submitted via email)

**General Guidelines on Revising and Uploading Documents:**

The majority of the materials that you submit in your portfolio will have already been created during other MAFLT courses. The exceptions to this are your *portfolio introduction* and your *portfolio reflective essay*. When you prepare documents for the portfolio, keep in mind that the audience for these texts may now be much wider than only MAFLT faculty. That leads to three important issues:

- **Revisions:** Documents should be clean, presented in a professional manner, and revised as needed. Remove specific course information (such “FLT 807” on your teaching philosophy) because these will not be meaningful to external readers. Consider adding cover pages.
- **Audience awareness:** The reader needs to be able to understand what you did and what it means. If you refer to a specific MAFLT course, assignment, or procedure in your text, outsiders may not recognize its nature or significance. Either remove these references or add more explanation. That said, readers should recognize terms and concepts from the field of language learning and teaching, and your awareness of research-based concepts and practices will help to convey your expertise to these readers.
- **Security and format:** You need to keep security in mind. You want to be comfortable sharing all of this content on a publicly-available website. If you do not want your address, student information, or other details to go out to the world, then be sure to remove them from these documents. Also, consider your file format. Documents submitted via your personal Dropbox should be in Word format as always so that instructors can provide feedback (though it will not be extensive on portfolio documents). When you add documents to your website, it will be more difficult for outsiders to download and make unauthorized use of your work if you save your documents as PDFs.

**Review Process for Portfolios:**

The examination committee will consist of two MAFLT faculty members who will review the portfolio according to the MAFLT Portfolio Evaluation Form. They will recommend a result of HIGH PASS (4.0), PASS+ (3.5), PASS (3.0, 2.5, or 2.0), or FAIL (1.5, 1.0, 0.0). A high pass will be granted when the portfolio is complete, the web site is well-designed and presented, the individual materials are complete and revised, and the student has maintained communication with the portfolio advisor and met all deadlines. A fail would most likely indicate that the portfolio was incomplete or was not submitted.

The grade will be communicated to the student approximately one week after the exam due date (earlier if the portfolio is completed earlier). Students are allowed to revise the portfolio based on the instructor's feedback, which would result in an adjustment to the portfolio grade. If a student still does not earn a passing grade, she or he must enroll in FLT 898 again in the following semester in order to fulfill the requirements for graduation. A candidate who fails the portfolio exam may retake it only once, and this retake must occur during the following semester. A second failing grade will lead to dismissal from the MAFLT program.

**Portfolio Design and Peer Examples:**

We can and will provide some guidance on methods for designing your portfolios, but you are encouraged to look for instructional materials on web design at these sites and on sites such as eHow.com, About.com, etc. You can access sample portfolios and other resources from the FLT 898 course page or the MAFLT Community page.

**ePortfolio at MSU:** <http://help.d2l.msu.edu/node/4396>

**Google Sites Learning Center:**

<https://apps.google.com/learning-center/products/sites/get-started/>

**Google Sites Portfolio Template:**

<https://sites.google.com/a/msu.edu/simpleportfoliosample/>

**WordPress eHow:**

[http://www.ehow.com/how\\_6781628\\_set-up-wordpress-website.html](http://www.ehow.com/how_6781628_set-up-wordpress-website.html)

Note that in addition to the documents listed below, it is advisable to add introductory blurbs to each page and item you include in your portfolio. These blurbs will help external readers to navigate your site and interpret the content and significance of your work more easily.

## MAFLT Portfolio Required Components:

Category	Documents	Source
<b>Overview Documents</b>		
1	<b>Table of Contents</b> – List items included in portfolio with page numbers. Sequence and headings should correspond to these guidelines. (Online versions will include a menu.)	New for Portfolio
2	<b>Portfolio Introduction</b> – Summarize content of portfolio and explain how the artifacts demonstrate your competence as a teacher of your target foreign language.	New for Portfolio
3	<b>Portfolio Reflective Essay</b> – Discuss how your studies in the MAFLT program have affected your language teaching practice, beliefs, and intentions.	New for Portfolio
<b>Curriculum Vitae</b>		
4	<b>CV</b> – Include a revised CV that is appropriate for your experience and professional goals.	FLT 817 Program Admin
<b>Methods Evidence</b>		
5a	<b>Teaching Philosophy</b> – Include your philosophy of language teaching, revised to reflect further adjustments to your beliefs and practices during the program.	FLT 807 Methods and FLT 817
5b	<b>Teaching Video*</b> – Submit an edited video of 15-20 minutes that demonstrates competence in teaching your target language. Include a page in your portfolio that explains the context in which the video was recorded and how it demonstrates your competence in FLT methodology.	* Currently OPTIONAL but recommended (no waiver required)
<b>Technology Evidence</b>		
6a	<b>Option A</b> – Submit a <b>written artifact</b> such as a detailed lesson plan or a literature review paper that demonstrates understanding of and competence in the use of technology to teach your target language.	FLT 881 Technology
6b	<b>Option B</b> – Submit a <b>tech-infused artifact</b> such as a website, materials involving computer-based or internet-based tools, etc. that demonstrate competence in the use of technology to teach your target language. If this option is selected, include a page in the portfolio describing this artifact, when and why you developed it, and how it demonstrates your competence.	
<b>Assessment Evidence</b>		
7	<b>FLT Assessment</b> – Submit an assessment tool that you have developed for your target language along with materials explaining when, why, and how you developed this tool and how it would be used.	FLT 808 Assessment

<b>Culture Evidence</b>		
<b>8</b>	<b>Intercultural Activity Design</b> – Submit an activity plan and a narrated presentation in which you describe an activity for the FLT classroom that develops cultural awareness and intercultural skills. Include well-articulated rationale, objectives, and procedures for this activity as well as materials.	FLT 815 Culture
<b>Language Proficiency Evidence</b>		
<b>9</b>	<b>ACTFL OPI certification or SOPI certification</b> of foreign language proficiency in the target language. If your target language is your native language, then you do not need to submit this certification. Typically, students in FLT 808 Assessment will have taken the OPI (if they had not already done so) and reflected on that exam. Native speakers may choose to include other documents or information supporting their proficiency in English and/or the target language.  For the portfolio, you are expected to submit your OPI proficiency level. Submit your certificate to your personal Dropbox, but attaching it to your online portfolio is optional. On the page where you list your proficiency level, we recommend that you also include a brief narrative of your language learning experience and possibly your reflection on taking the OPI (or TOEFL, if applicable).	FLT 808 Assessment  Currently can be waived for portfolio if this is not relevant
<b>Experiential Module</b>		
<b>10</b>	<b>Experiential Module Reflective Essay</b> Description of Experiential Module(s), including how the module expands on the student’s coursework and integration of module(s) into the student’s career plans. Summarize what you did and why on the relevant web site page. Attach or include links to any outcomes of your EM that can and should be shared, such as teaching materials, course syllabi, presentations, blogs, assessment tools, etc.	FLT 890 Experiential Module

This list of requirements outlines the minimum documentation that you should include in your syllabus. If you would like to add other materials that you have created during the MAFLT or in your practice as a language teacher, feel free to do so. Simply keep in mind the **internal** and **external** purposes of the portfolio, as discussed above. If you are not sure what to include or how to present a component, contact your portfolio advisor.