

Teacher Candidate Development Portfolio

Portfolio Evaluation Self-Check List

The purpose of the **Teacher Candidate Development Portfolio (TCDP)** is to document the candidate's performance of the School of Education benchmarks. Prior to submitting the portfolio for assessment, the candidate should review the items contained in the following list. Help for addressing these items is available from the Portfolio Support team in the Media Center (Draper 212, 710-6159), by email at Portfolio_Support@baylor.edu or at the Portfolio Support web page (<http://www.baylor.edu/soe/ps>). Candidates should consider the portfolio a professional document that will be viewed by a number of individuals (resident faculty, clinical instructors, mentor teachers, future employers, etc.); therefore, every effort should be made by the candidate to present the highest quality work in a manner that will be accepted by the widest number of reviewers.

Content questions	YES	NO
Does my personal photograph present me as a professional?		
Does my expected date of graduation appear on the first page?		
Have I noted the date of the most recent revision of my portfolio on the first page?		
Do I have each benchmark listed and numbered with an explanation of its characteristics?		
Is there a link to evidence for each benchmark?		
Do I have a narrative explaining the evidence for each benchmark?		
Have I demonstrated each benchmark in terms of student performance?		
Have I used primary sources for documentation?		
Have I blurred faces on pictures to protect identities?		
Have I removed/changed students' names?		
Have I carefully proofread all text for spelling and grammatical errors?		
Did I do my own work?		
Would I be comfortable using this portfolio in a job search?		
<i>Does my portfolio conform to additional content requirements specified by my instructor(s)?</i>		

Design questions	YES	NO
Does my choice of background (color or graphic) present a professional image?		
Is my font choice (size, style, color) appropriate?		
Is the text easily read against the background?		
Do my images display at an appropriate size within the page and screen?		
Have I modified my images so that they load as quickly as possible?		
Are my images clear/readable?		
Does any clipart serve a genuine purpose (not just decoration)?		
Do my clipart choices add to a professional appearance?		
Have I given credit for the source of any clipart I have used?		
Is the design theme consistent throughout my portfolio?		
Is each page designed and displayed to minimize scrolling?		
Are the navigation tools (buttons, arrows, links, directions) overt and clear to an external reviewer?		
Do all of my links work properly?		
Have I checked the function and appearance of my portfolio in both Netscape and Internet Explorer?		
Have I checked the function and appearance of my portfolio on both Mac and PC computers?		
Can I independently add to and maintain my own site?		
Do I have backup files (e.g., zip disk, CD, CD-R, flash/pin drive)?		
<i>Does my portfolio conform to additional design requirements specified by my instructor(s)?</i>		

Disclaimer: The self-check list is provided to candidates as a means of addressing common issues encountered during the portfolio review process and may not address concerns of individual instructors. The official benchmark assessment of a candidate's portfolio is the responsibility of the assigned assessment team. This document is for information purposes only.