

How to Prepare Your Electronic 2015-2016 OTAA Teaching Portfolio



PROGRAM FOR INSTRUCTIONAL EXCELLENCE
GRADUATE STUDENT TEACHING SUPPORT

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1. What to include in the portfolio:

There are SEVEN items that should be included in your portfolio. For a detailed explanation of each of the items, see the [“2016 OTAA Guidelines”](#). Please refer to the following for examples or illustrations.

(1) Cover page (Limited to one page)

You may use the cover page provided on *Page 2* for your OTAA portfolio and remember to put in the correct information about yourself.

(2) Current CV

You may refer to the sections listed in the example provided on *Page 3* for your CV. There is no limit on how many pages you may have for your CV.

(3) Teaching Philosophy Statement (Limited to one page)

An example of a Teaching Philosophy Statement is provided on *Page 4*.

(4) Narrative - Course 1:

Refer to *Page 5* for elements to include in this statement.

(5) Narrative - Course 2:

Refer to *Page 6* for elements to include in this statement.

To prepare for these two statements, you may need to:

Get SPOT/SPCI reports: <https://java.apps.fsu.edu/sussai2/main.jsp>

(More information about [course evaluation](#))

Get a scanned copy of your student evaluation /written comments: You may find a scanner at the basement of Strozier Library.

(6) Optional Appendices: Documents/items intended to support the assertions made in the course narratives. Nominees should include no more than five. The nominee can, if desired, include student written comments scanned from the evaluation instrument or other types of student comments. These comments should be chosen carefully. Quality comments describe WHAT the nominee DOES in the classroom that helps students learn, NOT simply that he/she is the best TA. Repetitive comments should be avoided. **The committee wants to know why the nominee stands out!**

(7) Eligibility Form (see *Page 7*)

You may download this form from [here](#), or find it on pie.fsu.edu. Please **print out** this form and have it properly **signed**. Then, scan it to a PDF file and attach it to the portfolio as instructed in Session 3 (page 9) of this tutorial.

[OTAA Teaching Portfolio Example]

(First Name) (Last Name)
College of Education
Educational Psychology and Learning Systems

Degree Working Toward: Ph.D

Anticipated Graduation Date: May, 2016

Number of Students Taught in Spring 2015 – Fall 2015: 109

Teaching Position: A

Curriculum Vita

(First Name) (Last Name)

Address

Phone No.

Email

Education

Professional Experience

Publications

Presentations

Professional Development Activities

Service Activities

Awards

My Teaching Philosophy Statement

I believe that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is my desire as an educator to help students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites the sharing of ideas. There are three elements that I believe are conducive to establishing such an environment, (1) the teacher acting as a guide, (2) allowing the child's natural curiosity to direct his/her learning, and (3) promoting respect for all things and all people.

When the teacher's role is to guide, providing access to information rather than acting as the primary source of information, the students' search for knowledge is met as they learn to find answers to their questions. For students to construct knowledge, they need the opportunity to discover for themselves and practice skills in authentic situations. Providing students access to hands-on activities and allowing adequate time and space to use materials that reinforce the lesson being studied creates an opportunity for individual discovery and construction of knowledge to occur.

Equally important to self-discovery is having the opportunity to study things that are meaningful and relevant to one's life and interests. Developing a curriculum around student interests fosters intrinsic motivation and stimulates the passion to learn. One way to take learning in a direction relevant to student interest is to invite student dialogue about the lessons and units of study. Given the opportunity for input, students generate ideas and set goals that make for much richer activities than I could have created or imagined myself. When students have ownership in the curriculum, they are motivated to work hard and master the skills necessary to reach their goals.

Helping students to develop a deep love and respect for themselves, others, and their environment occurs through an open sharing of ideas and a judicious approach to discipline. When the voice of each student is heard, an environment evolves where students feel free to express themselves. Class meetings are one way to encourage such dialogue. I believe children have greater respect for their teachers, their peers, and the lessons presented when they feel safe and sure about what is expected of them. In setting fair and consistent rules initially and stating the importance of every activity, students are shown respect for their presence and time. In turn they learn to respect themselves, others, and their environment.

For myself, teaching provides an opportunity for continual learning and growth. I feel there is a need for compassionate, strong, and dedicated individuals who are excited about working with children. In our competitive society it is important for students to not only receive a solid education, but to work with someone who is aware of and sensitive to their individual needs. I am such a person and will always strive to be the best educator that I can be.

[OTAA Teaching Portfolio Example]

Course 1: EDP 5300 Course Title

Course Taught in Summer 2015, Number of Students: 30

Teaching Responsibilities:

Approach to Teaching and Learning:

Innovative Teaching Practices:

Outcomes:

Reflective Statement/Plan for Growth:

[OTAA Teaching Portfolio Example]

Course 2: EDP 5301 Course Title

Course Taught in Fall 2015, Number of Students: 20

Teaching Responsibilities:

Approach to Teaching and Learning:

Innovative Teaching Practices:

Outcomes:

Reflective Statement/Plan for Growth:

**OUTSTANDING TEACHING ASSISTANT AWARD (OTAA)
ELIGIBILITY FORM**

The undersigned has been nominated for the Outstanding Teaching Assistant Award. To qualify for this award, the nominee must have been involved in undergraduate or graduate instruction at FSU for at least two semesters, one of which must be during the Spring 2015, Summer 2015, or Fall 2015 time period and must be in good academic standing.

Please check **ALL** that apply:

_____ Degree-seeking student hired as a TA at FSU

_____ Good Academic Standing

_____ Taught Spring 2015 at FSU

_____ Taught Summer 2015 at FSU

_____ Taught Fall 2015 at FSU

_____ Taught at least one other semester at FSU

_____ Not a previous OTAA winner

_____ Not a current PIE Associate

The nominee and faculty supervisor verify that the nominee fulfills the above requirements to qualify for the Outstanding Teaching Assistant Award.

Name of Nominee **[PLEASE PRINT]**: _____
First Name Last Name

Name of Supervisor **[PLEASE PRINT]**: _____
First Name Last Name

Signature of Nominee

Signature of Supervisor

Date

Date

2. What tools you may need to prepare your portfolio and where to find them:

(1) You will need Adobe Acrobat Professional version.

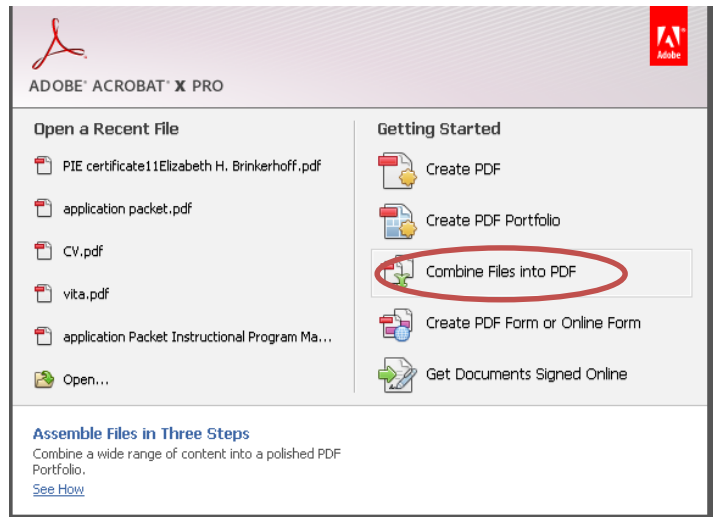
Where can you find it: In the Computer Lab Room 026 at the basement of the Strozier Library. See Section 3 of this tutorial for how to use this software to work on your portfolio.

(2) A scanner: You can find a scanner in the basement of Strozier Library. If you don't know how to use a scanner you find in the library, you can ask a librarian for help.

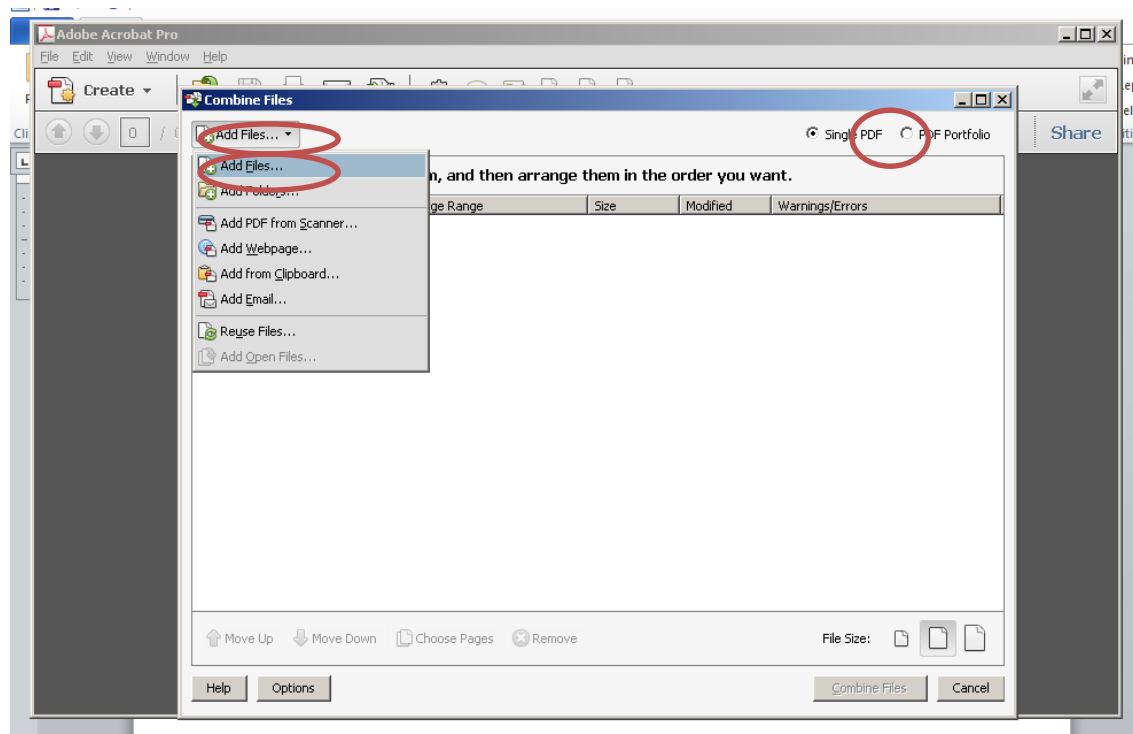
Files you may need to scan include: The signed Eligibility Form, Course evaluations that are not in electronic format, student written comments on your course evaluations, and other supporting materials you wish to include.

3. Combine all the documents into a PDF file

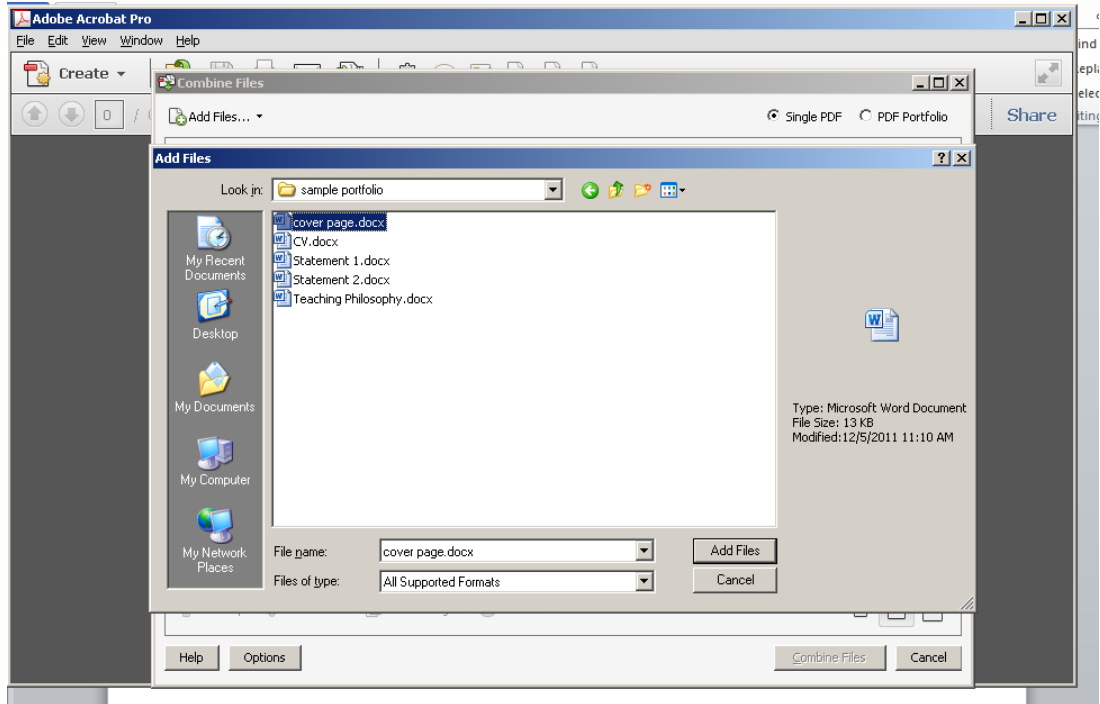
(1) Open the Adobe Acrobat Professional software, and click on “**Combine Files into PDF**”.



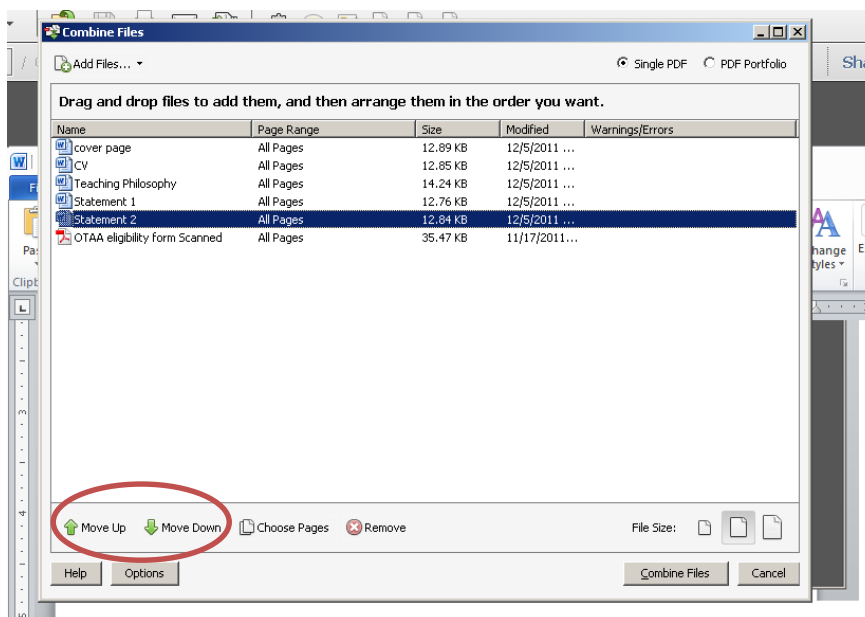
(2) Click on **Add Files...** at the top of the screen to open the pull-down menu, and select **Add Files...**. Make sure you select “**Single PDF**” on the top line on the right hand.



- (3) On the **Add Files...** pop-up window, find the location where you saved your documents, and select each of them at one time. You can repeat this Adding files step as many times as you need till you get all the documents you prepared into the list.



- (4) You may adjust the sequence of the document on the list by clicking on a file name, and using the Move Up or Move Down arrows on the bottom to move the selected file to the place you want it to be.



(5) The sequence of the documents **should be:**

Cover page

CV

Teaching Philosophy Statement

Narrative – Course 1

Supporting materials for Narrative 1 (if applicable)

Narrative – Course 2

Supporting materials for Narrative 2 (if applicable)

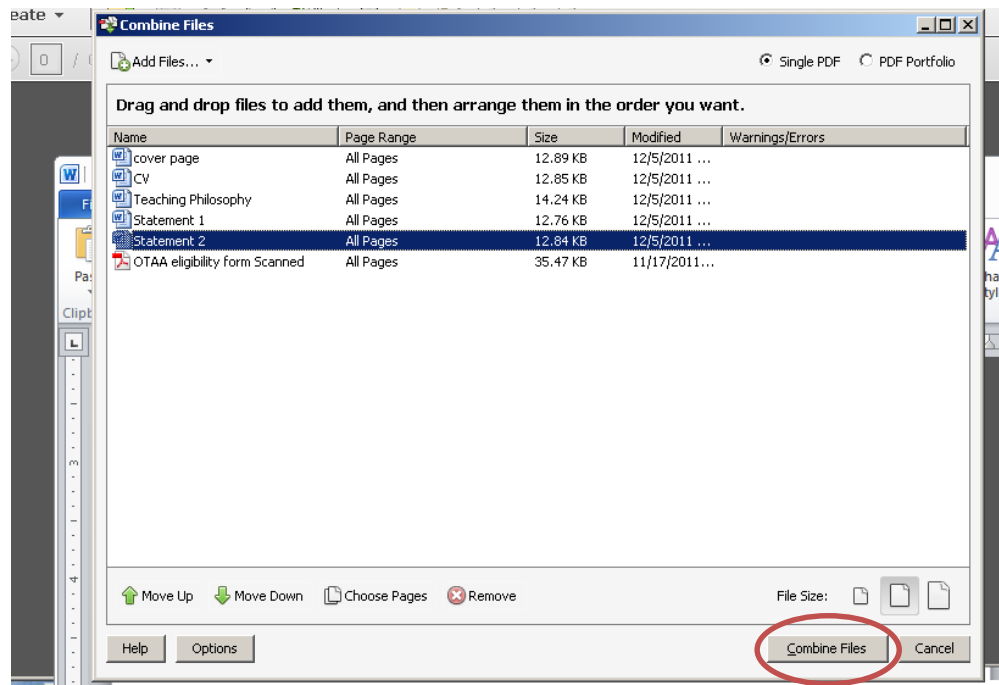
Appendices (optional)

Signed Eligibility Form

(6) When all the documents are in the list and in the above sequence, click on

Combine files at the right bottom of the window, and name the file as:

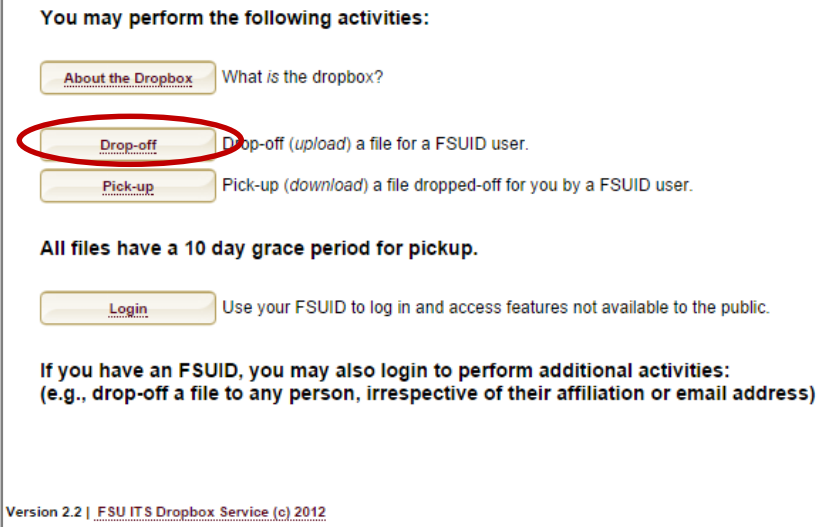
YourFirstName_YourLastName_portfolio.pdf (Mike_Parsons_portfolio.pdf).



4. Where to submit your OTAA portfolio?

Your portfolio should be submitted electronically to FSU Dropbox.

1. Go to FSU Dropbox at <https://dropbox.ucs.fsu.edu/>
2. Click the **Drop-off** button



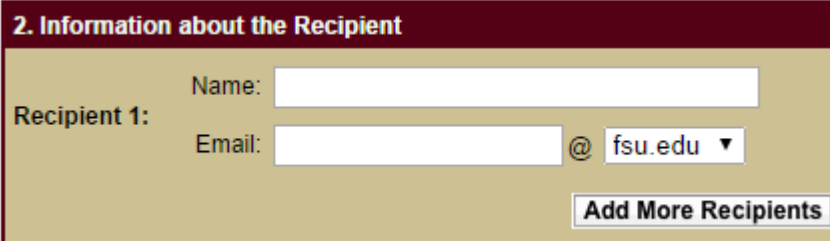
The screenshot shows a web interface titled "You may perform the following activities:". It contains three buttons: "About the Dropbox" (with a question mark), "Drop-off" (circled in red), and "Pick-up". Below these buttons, there is a section titled "All files have a 10 day grace period for pickup." and a "Login" button. At the bottom, there is a note: "If you have an FSUID, you may also login to perform additional activities: (e.g., drop-off a file to any person, irrespective of their affiliation or email address)". The footer reads "Version 2.2 | FSU ITS Dropbox Service (c) 2012".

3. In the section titled *Information about the Sender*, enter **Your Name** and **Your email** address. Make sure you keep the box at the bottom checked to receive a notification once your file is picked up.




The screenshot shows a form titled "1. Information about the Sender". It has three input fields: "Your name:" (required), "Your organization:", and "Your email address:" (required). At the bottom, there is a checkbox labeled "Send an email to me when the recipient picks-up the file(s)." which is checked and circled in red.

4. In the section titled *Information about the Recipient*, enter **PIE** as the recipient's **NAME**. For the recipient's email, enter **pie-info** in the box before "@ fsu.edu" (PIE program's email is pie-info@fsu.edu).



The screenshot shows a form titled "2. Information about the Recipient". It has two input fields: "Name:" and "Email:". The "Email:" field has a dropdown menu showing "@ fsu.edu". At the bottom right, there is a button labeled "Add More Recipients".

5. In the section titled *Choose the File(s) you would like to Upload*, click the button **Choose File** and choose your portfolio from your computer. Click the **Drop-off the File(s)** button to complete your drop-off.



3. Choose the File(s) you would like to Upload

File 1: No file chosen

Description:

Dates and Deadlines:

- **Teaching portfolio preparation workshops**

Thursday, Feb. 4th, 2016, 1:30p.m. –3:00p.m. , and Thursday, Feb. 4th, 3:30p.m.–5:00p.m. (this is the same workshop, offered at two different times—you need not attend both sessions)

Where: The Great Hall, 4th floor of the Honors, Scholars, and Fellows House

**The workshops are NOT REQUIRED. They are OPTIONAL. The purpose is to cover general guidelines for assembling a teaching portfolio and to answer any questions that you may have. Each of these 2 workshops will cover the same content (no need to attend both!)*

- **Deadline** for submitting your OTAA portfolio to the FSU Dropbox:

All portfolios must be submitted electronically to the FSU Dropbox by **11:59p.m. on Sunday, February 14, 2016.**

*Late or incomplete teaching portfolios will not be evaluated. This means that ALL supporting materials (including your one letter of recommendation from a department faculty member, which is NOT the same document as your nomination letter – see the “[2015-2016 OTAA Guidelines](#)” for complete details) must also be received by PIE (at pie-info@fsu.edu) by this deadline.

Please direct any questions or concerns to pie-info@fsu.edu.