

## TESOL-MALL Portfolio Guidelines and Checklist

The list of items below represent the elements of your portfolio. The following instructions will guide you through the process.

- ❑ **Cover page.** You may choose to be creative with the cover sheet—or just plain-old-dry-academic style. However, the cover page must include your name, your advisor’s name, the years you studied at TESOL-MALL, your hometown and nationality, and the date submitted.
- ❑ **Table of contents** that outlines all of the items that you have included in your portfolio.
- ❑ **Label the five main sections** of your portfolio [you can use commercial tabs or separators]:
  - *Introductory reflection on your experiences at TESOL-MALL,*
  - *TESOL coursework,*
  - *MALL coursework,*
  - *CELT coursework,* and
  - *A summary reflection on changes in your goals and plans based on your experiences at TESOL-MALL.*
- ❑ **Each coursework section** should contain **at least two** work products from courses that start with those letters: TESOL, MALL, and CELT. A total of **nine** work products.
- ❑ A **work product** is something you produced as a student in TESOL-MALL (almost always as an assignment for class), for example, a class (powerpoint) presentation, a literature review, an annotated bibliography, a research project, or a lesson plan. We need to see at least five different genre of work products.
- ❑ **The introduction section** reflects on the circumstances that brought you to TESOL-MALL, your expectations for the program, what you hoped to learn and do, and things along those lines. You should also introduce the sections of your portfolio. [around 500 words]
- ❑ For each of the **Content Strands**, please begin with a short description of what you now know to be the focus and content of that strand of the program in a paragraph or two. [between 150 and 300 words]
- ❑ After each **work product** in a content strand, please provide a **reflection** on that project. [each will be between 150 and 300 words] Things you might reflect on therein include:
  - ➔ Why did you select this piece?
  - ➔ How did this piece expand/change your understand of TESOL, yourself, your students, or some other element of our profession?
  - ➔ How will you use this piece and what you have learned from it in your future work in TESOL?
- ❑ Finally for the **summary reflection** summarize the materials you have collected, and write about your future opportunities in TESOL, how you intend to reshape or expand

your career, and how your experiences TESOL-MALL will aid you along that career path. [around 500 words]