

THE PROFESSIONAL PORTFOLIO

Plan B for Master's degree candidates in the Department of Educational Leadership consists of the development and presentation of a **Professional Portfolio**. The portfolio should articulate the patterns and themes that portray an individual's uniqueness as an educational or other human services agency leader.

The Professional Portfolio is different from the Admissions Portfolio. Whereas the Admissions Portfolio is used for admission purposes and is maintained in the departmental files, the Professional Portfolio is developed and maintained by the student during the graduate education experience. It should be considered a living document that evolves as the student develops through the graduate experience and other professional endeavors. As such, the preparation for the portfolio should begin early in the student's graduate experience and should be developed and maintained throughout it.

Portfolios should be neat, visually appealing, and well organized. Substance, clarity, and coherence are the goals. During the semester when the student applies for graduation, the student will submit to his/her advisor for review the Professional Portfolio with an extra copy of the Professional Platform segment of the portfolio. The extra copy of the Professional Platform segment will be placed in the permanent file kept in the office of the Department of Educational Administration and Community Leadership. The Professional Portfolio will be returned to the student after a faculty review.

Submission of the Professional Portfolio to the student's advisor shall occur no later than **November 1** for fall semester graduation, **April 1** for spring semester graduation, and **July 1** for summer session graduation.

Students preparing a Professional Portfolio in school administration should concentrate on including evidence of their competence in the four leadership areas included in the curricular guidelines developed by the National Policy Board for Educational Administration. Students preparing for leadership positions in human service agencies other than educational institutions should use these topic areas as guidelines as appropriate. These guidelines comprise the knowledge and skills necessary to lead and administer educational enterprises. They are:

- I. Strategic Leadership
 - a. Professional and Ethical Leadership
 - b. Information Management and Evaluation

- II. Organizational Leadership
 - a. Organizational Management
 - b. Interpersonal Relationships
 - c. Financial Management and Resources Allocation
 - d. Technology and Information Systems

III. Instructional Leadership

- a. Curriculum, Instruction, Supervision, and the Learning Environment
- b. Professional Development and Human Resources
- c. Student Personnel Services

IV. Political and Community Leadership

- a. Community and Media Relations
- b. Law, Public Policy, and Political Systems

More specifically, the following should be included:

•**Resume** -- Detailed education and professional experience.

•**Professional Platform** --The educational leadership platform consists of a series of beliefs and assumptions that expresses what an individual believes is true, possible, and desirable. The platform provides the foundation that guides an individual's thinking and decisions he or she makes about educational leadership issues.

The platform development process should be useful to administration students in clarifying their values and in synthesizing their beliefs about educational leadership. In addition, the platform should be useful to students for communicating their professional positions on educational issues to others. The Professional Platform should include one's professional positions on:

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| ✓ Leadership | ✓ Student Assessment |
| ✓ Management/Administration | ✓ Supervision and Evaluation |
| ✓ Decision Making | ✓ Problem Solving |
| ✓ The School | ✓ Education Change |
| ✓ The Student | ✓ Other positions about which
the student feels strongly |
| ✓ The Teacher | |
| ✓ The Administrator | |

Students preparing for leadership positions in human service agencies other than educational institutions should consult with their advisor for appropriate guidance.

An extra copy of the Professional Platform is to be prepared to go on file at CMU. It should be neat, well written, and include a cover page. The Professional Platform is eight to twelve pages in length and should include the following evidence:

- Products from graduate course work or internships that demonstrate administrative knowledge and skills.
- A self assessment of areas for continued professional growth.
- A review and assessment of leadership experiences.

- Other items that attest to the individual's administrative knowledge, skills, abilities, and dispositions. Some examples are:
 - Newspaper articles
 - Notes of commendation
 - Grants received
 - Research completed
 - Works published
 - Presentations

Brief written explanations of each piece of evidence should be included.

