

Getting Ready for the Portfolio Defense Kinesiology Teacher Certification

Here's what you need to do to get your portfolio into shape and ready to submit for the portfolio defense:

1. Print the PEK Portfolio Review form located on the HLKN web site in the advising section.
2. Check your home page to be sure your name, e-mail address, photo and background information is current. Be sure the photo is a professional looking head shot not a glamour or party photo.
3. Add descriptions of **all** experiences since KNFB 322 in the Experience section.
4. Add your goals paper from 416 to the Philosophy section. Be sure your philosophy is complete with a general educational philosophy, management and discipline, instructional strategies ideas, and personal information about why you chose to be a teacher.
5. Create a Self-Assessment link (if you do not have this already), and post a 2-3 page paper describing the impact of the three different experiences (coaching, community, and school) as well as coursework on your development as a teacher. You should address what you have learned as well as what you still need to learn.
6. Complete the standards section by linking artifacts for each standard. Use the current 6 standards provided. You must have at least one artifact for each standard and complete the chart showing why a particular artifact was selected. The purpose of the artifact is to show what you know and can do regarding that particular standard. Standards are listed on the PEK Portfolio Review form, located on the HLKN web site.
7. Add a resume section and link a current resume there.
8. Remove any links without content.
9. By Q Drop the semester you are enrolled in KNFB 416:
 - a. Complete hours to total 60, and secure documentation for hours since KNFB 322,
 - b. Secure the documentation in a folder. On the front of the folder write your name and the guest account number for livetext. Blackboard portfolios need to be shared with Dr. Ping via email.
 - c. Turn in the folder to Dr. Ping's office and sign up for a time to defend your portfolio. The sign-up sheet* will be on her office door on the Q-drop date.
 - d. Get the original portfolio review sheet (completed in KNFB 322) from your advisor and put it in the folder.
 - e. Include a copy of the PEK Portfolio Review form.
10. Attend your portfolio defense in professional dress (similar to what you might wear to an interview).
- 11.

Required portfolio sections:

Home Page
Philosophy
Experiences
Standards
Self-Assessment
Resume

** The portfolio defense is attended by at least two faculty members and is scheduled by Dr. Ping. Please adhere to the posted schedule time and date. Exceptions to the schedule must be arranged with Dr. Ping well in advance of a defense to permit the faculty time to review your portfolio.*