

**Portfolio Checklist**  
**(to document the practical component of the TESL Certificate or MA TESOL)**

Name \_\_\_\_\_ (circle one): TESL Certificate    MA TESOL  
ID# \_\_\_\_\_

\_\_\_ Table of Contents

\_\_\_ Resume

\_\_\_ Documentation of hours (1 page list of teaching sites & supervisors, tutoring location and observation locations)

\_\_\_\_ Hours observing

\_\_\_\_ Hours tutoring

\_\_\_\_ Hours teaching

\_\_\_\_\_ Location(s) of teaching

\_\_\_\_\_

\_\_\_\_\_ Name(s) of cooperating teacher/supervisor

\_\_\_\_\_

\_\_\_ Practice Teaching Experience Report or written feedback from supervising teacher

\_\_\_ Philosophy Statement (1-2 pages)

\_\_\_ Reflective Statement (4-6 pages)

to include a summary of the practice component experiences and a synthesis of what was learned through those experiences as they were related to academic coursework. The reflective statement should include specific, illustrative examples from teaching, observation, and tutoring, as well as a discussion of the TESOL student's strengths and weaknesses as a teacher.

\_\_\_ Appendices

Tutoring logs

Observation reports/emails (feedback to the teacher observed)

Lesson plan outlines from practice teaching (one page or less, indicating date, location, program, number of students, and a brief explanation or list of activities used)

Peer observations (one done by you of a fellow student, and one done of you by a fellow student)

2 sample lesson plans (full) from methods II class (e.g., Lesson Plan 1 and Lesson Plan 2 assignments, or comparable lesson plans from other teaching experience during the TESOL/TESL program)

Sample materials developed by student (media, worksheets, handouts); with or without accompanying lesson plans.

**Signature of Certifying Methods Faculty:**

I have read through this portfolio and accept it in fulfillment of the 70-hour practice requirement for the TESL Certificate/M.A. TESOL.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

Print Name Here: \_\_\_\_\_

(Revised March 2005)