



# POST BACCALAUREATE LICENSURE PROGRAM PORTFOLIO GUIDELINES



MLC's Post-baccalaureate program is open to teachers who are graduates from Dr. Martin Luther College (DMLC) or Martin Luther College (MLC) with a Bachelor of Science in Education degree. The program enables veteran teachers to be eligible for their initial Minnesota teaching license or add-on licensure field(s) to an existing Minnesota license.

This handbook will guide you through MLC's Post-baccalaureate portfolio process.

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## Definition

Portfolios are a purposeful, systematic collection of work that demonstrates knowledge, skills, and dispositions required of a veteran teacher seeking Minnesota licensure. The contents of your portfolio also provide documentation that you have **a)** met the Standards of Effective Practice, **b)** know how your coursework/educational experiences help you meet these standards, and **c)** reflected upon his/her teaching experiences.

## Creating and Organizing Your Portfolio

During your coursework/educational experiences, you will collect Models of Evidence (MOEs) that will be included in your portfolio. The MOEs that you choose will need to show how you have met each of the 10 Standards of Effective Practice.

Formatting Points:

1. The portfolio should be housed in a 3-ring binder. The binder must have a clear area on its spine. Neatly devise a label with your first and last name along with the word “MLC Portfolio” on it, and slip it into the spine. (See Appendix A)
2. Your binder will also need a clear sleeve on the cover so that you can place your title page into it. This title should be the theme for your educational post-baccalaureate journey at MLC. You are encouraged to design this in a creative and professional manner. (See Appendix A)
3. Plan your Table of Contents (See Appendix B) and Autobiography. (See Appendix E)
4. You will need 10 Cover Pages in clear plastic sleeves-one for each standard. If your work exceeds one page, include the second page in the same clear plastic sleeve in a back-to-back format. (See Appendix D)
5. Each MOE in the portfolio should also be in a separate, clear plastic sleeve after the appropriate standard. You will collect two MOEs for each standard.
6. If you have a MOE that you cannot fit into a clear plastic sleeve after the appropriate standard, you should put a sheet of paper into the sleeve that refers the reviewers to your attached MOE. (See Appendix D)
7. It is your choice if you want to use the original copy of your work or if you want to use a clean copy. MOEs that are several pages in length should be put into one clear plastic sleeve and not into multiple clear plastic sleeves.
8. Each sleeve must be numbered on the bottom right-hand corner. You may use any type of label. The page numbering must coincide with the page numbers recorded in the Table of Contents. Standard 1 would be page 1 and the corresponding MOEs would be numbered 1a and 1b. The other standards and MOEs would follow the same pattern.
9. The color of paper you choose to use for the cover pages for the standards should be consistent throughout the portfolio. Be creative and professional.

10. Use the same font throughout your portfolio. Choose from the following: 11-point Calibri, 11-point Arial, or 12-point Times New Roman.
11. No MOE may be used more than once in your portfolio.

## **Presenting Your Portfolio**

*Following the completion of your coursework, and professional experience(s), as laid out in your LRP, you will schedule your portfolio presentation with the Licensure office.*

The review of the portfolio provides both a written and oral opportunity for you to reflect on your learning experiences, learning growth, and make connections and application to teaching.

This will be a formal presentation with two reviewers present. Martin Luther College will allow your review to take place remotely or on campus at a time that is convenient for you.

Your review will last approximately one hour: 50 minutes of presentation time and 10-15 minutes for a question-and-answer session. Plan to take the entire fifty minutes to thoroughly cover all of the Models of Evidence. As you prepare your presentation, you should reflect on areas of growth from what has been learned in your coursework and professional experiences. Please read through the following presentation tips.

## **Presentation Tips**

1. Practice your presentation so that it flows smoothly, **with limited reading**, and within the suggested timeframe.
2. Dress professionally and arrive on time for your presentation.
3. You may choose to sit or stand.
4. Use your portfolio during your presentation by paging through it as you present each MOE. If you use any form of technology for a MOE, select a portion that you can show in two minutes or less.
5. Begin by introducing yourself.
6. Continue by briefly explaining your theme and your autobiographical sketch.
7. During your presentation, read each standard and its explanation.
8. While presenting all MOEs is recommended, you must present a minimum of one MOE for each standard.
9. Describe your MOEs and tell how they helped you meet the standard. (It will be of help to the reviewers if, after describing a MOE, you use the words “**This MOE helped me meet the standard because...**”).

10. Tell how meeting this standard will help you in your teaching ministry. (It will be of help to the reviewers if, after showing how your MOE helped you meet the standard, you use the words “**Meeting this standard will help me in my teaching ministry by...**”).

After your presentation, you are then excused and the reviewers will evaluate your portfolio and presentation. You will then be called back into the room and communicated the results of your portfolio. Allow approximately two hours for the entire process; presentation, assessment, and evaluation of your portfolio by the reviewers.

## Portfolio Choice Models of Evidence

Alternative Assessments	Native American Essay
Authentic Assessments	Newsletters
Bulletin Boards	Parent Communication
Collages	Pictures
Conference Materials	Presentations
Coursework	Professional Experiences
Curriculum Designs	Quizzes
Devotions	Reflections
Dioramas	Research Papers
DVDs	Response Papers
Emails	Rubrics
Essays	Student Projects
Evaluations	Teaching Videos
Experiments	Team Planning
Faculty Meeting Materials	Tests
Field Trip Materials	Textbook Evaluations
Handbooks	Tri-fold Document
Journals	Visual Representations
Lesson Plans	
Letters	
Management Strategies	

## **Standards and Guidelines for MOEs**

There will be 20 Models of Evidence for your portfolio. No MOE may be used more than once.

### **Standard 1 - Subject Matter**

The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he/she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.

MOE 1a – Choice

MOE 1b – Choice

### **Standard 2 - Student Learning**

The teacher understands how children learn and develop and provide learning opportunities that support their intellectual, social, and personal development. *(this standard is also interpreted to mean spiritual development)*

MOE 2a – Reflection Journal

MOE 2b – Choice

### **Standard 3 – Diverse Learners**

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

MOE 3a – Choice

MOE 3b – Choice

### **Standard 4 – Instructional Strategies**

The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

MOE 4a – Choice

MOE 4b – Video Recording and Reflective Essay

### **Standard 5 – Learning Environment**

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

MOE 5a – Reflection Journal

MOE 5b – Video Recording and Reflective Essay

### **Standard 6 – Communication**

The teacher uses knowledge of effective verbal, non-verbal, and media communication techniques for foster active inquiry, collaboration, and supportive interaction in the classroom

MOE 6a – Choice

MOE 6b – Choice

**Standard 7 – Planning Instruction**

The teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

MOE 7a – Lesson plan (one of any type)

MOE 7b – Choice

**Standard 8 – Assessment**

The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual and social development of the learner.

MOE 8a – Choice

MOE 8b – Video Recording and Reflective Essay

**Standard 9 – Reflection and Professional Development**

The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, other professionals in the learning community) and who actively seeks out opportunities to grow professionally.

MOE 9a – Reflection Journal

MOE 9b – Autobiography

**Standard 10 – Collaboration, Ethics, and Relationships**

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

MOE 10a – Use anything from EDU9202 or EDU9302

MOE 10b – Choice

**On the following pages see Appendices A-F:**

*Appendix A* - Portfolio Cover and Spine Sample

*Appendix B* - Table of Contents Sample

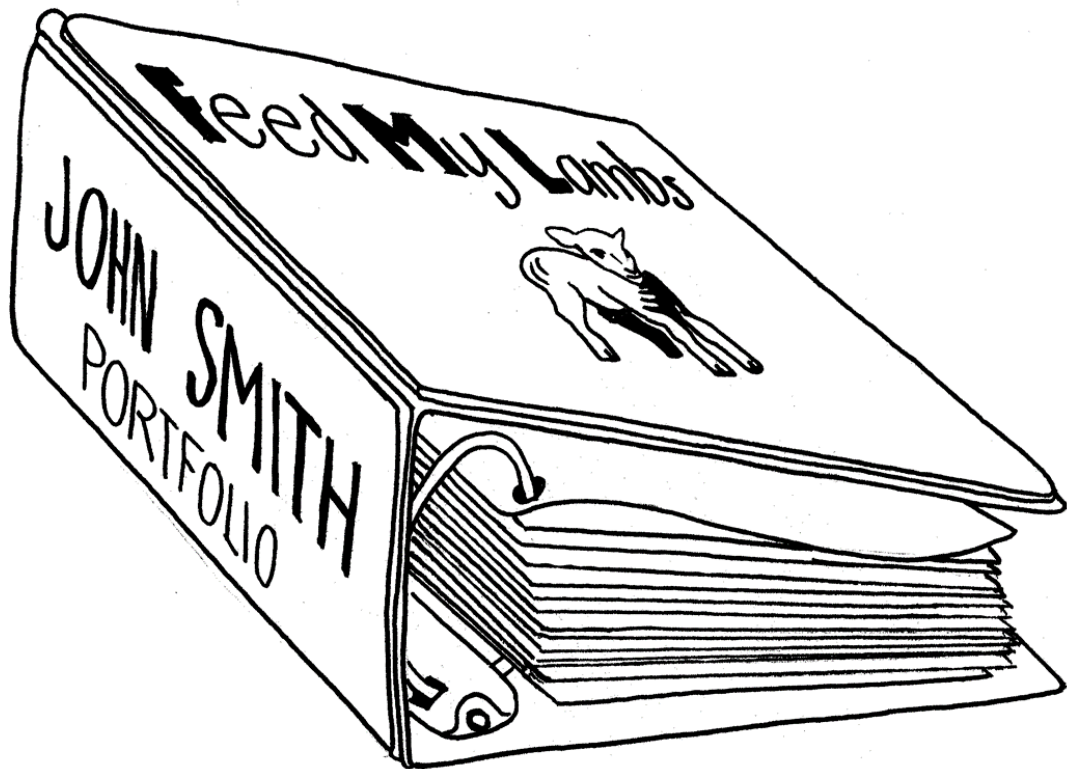
*Appendix C* - Cover Page Sample

*Appendix D* - MOE-Plastic Sleeve Options

*Appendix E* - Autobiography Sample

*Appendix F* - Portfolio Review Rubric: Your presentation will be scored using this rubric. It is helpful to see the subject areas where your reviewers will be focused.







<b>Standard 1: Subject Matter .....</b>	<b>1</b>
Model of Evidence 1a – Choice .....	1a
Model of Evidence 1b – Choice .....	1b
<b>Standard 2: Student Learning .....</b>	<b>2</b>
Model of Evidence 2a – Reflection Journal .....	2a
Model of Evidence 2b – Choice .....	2b
<b>Standard 3: Diverse Learners.....</b>	<b>3</b>
Model of Evidence 3a – Choice .....	3a
Model of Evidence 3b – Choice .....	3b
<b>Standard 4: Instructional Strategies.....</b>	<b>4</b>
Model of Evidence 4a – Choice .....	4a
Model of Evidence 4b – Video Recording and Reflective Essay.....	4b
<b>Standard 5: Learning Environment.....</b>	<b>5</b>
Model of Evidence 5a – Reflection Journal .....	5a
Model of Evidence 5b – Video Recording and Reflective Essay.....	5b
<b>Standard 6: Communication .....</b>	<b>6</b>
Model of Evidence 6a – Choice .....	6a
Model of Evidence 6b – Choice .....	6b
<b>Standard 7: Planning Instruction.....</b>	<b>7</b>
Model of Evidence 7a – Lesson Plan .....	7a
Model of Evidence 7b – Choice .....	7b
<b>Standard 8: Assessment .....</b>	<b>8</b>
Model of Evidence 8a – Choice .....	8a
Model of Evidence 8b – Video Recording and Reflective Essay.....	8b
<b>Standard 9: Reflection and Professional Development .....</b>	<b>9</b>
Model of Evidence 9a – Reflection Journal .....	9a
Model of Evidence 9b – Autobiography.....	9b
<b>Standard 10: Collaboration, Ethics, and Relationships .....</b>	<b>10</b>
Model of Evidence 10a – Choice .....	10a
Model of Evidence 10b – Choice .....	10b

**Standard 4: Instructional Strategies**

The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

**(EED) Model of Evidence 4A: EDU3241: Teaching Science Concepts/Experiment**

**Reflection:** *(After describing your MOE, connect it to the standard, and connect the standard/MOE to your future teaching ministry)*

This Science Experiment explored a discrepant event that...*(continue by describing/explaining this MOE.)*

This MOE helped me meet the standard because...*(continue by connecting this MOE to the standard.)*

Meeting this standard will help me in my future teaching ministry by...*(continue by explaining how this MOE/meeting this standard will help you in your future teaching ministry.)*

**(EED) Model of Evidence 4B: EDU4210: Curriculum and Instruction in Elementary and Middle Schools/Integrative Curriculum Design for the Middle School**

**Reflection:** *(After describing your MOE, connect it to the standard, and connect the standard/MOE to your future teaching ministry)*

The Integrative Curriculum Design for the Middle School was an assignment in which...*(continue by describing/explaining this MOE.)*

This MOE helped me meet the standard because...*(continue by connecting this MOE to the standard.)*

Meeting this standard will help me in my future teaching ministry by...*(continue by explaining how this MOE/meeting this standard will help you in your future teaching ministry.)*

## MOE with One Sheet

EDU3241 Teaching Science Concepts

Science Experiment Presentation

**The Magically Re-lighting Candle**

**Materials**

- One small candle
- Matches

**Procedure**

1. Light the candle and allow the wick to burn so that the wax begins to melt.
2. Light another match and, without allowing the match to go out, extinguish the lit candle by blowing gently on it.
3. As soon as the flame is out, hold the burning match in the trail of smoke coming from the extinguished candle.
4. Watch as the flame magically jumps from the match to the candle.
5. Repeat the same procedure, varying the distance at which the lit match is held.

**Results and Why**

The candle re-lights because of the way that candles burn. When you light a candle, the wick burns first. Once the flame has burned down the wick, it begins to heat the wax, causing it to melt. This melted wax is absorbed into the wick and wax vapors are given off into the air. When you blow out the candle, the wick does not cool immediately and thus continues to heat the wax, producing more wax vapor that creates the smoke trail. The wax vapors make the air combustible. When the flame comes into contact with the wax vapors, the vapors ignite, and the flame follows the trail of smoke back to the candlewick, thus re-lighting the candle.

**Precautions**

- Be careful not to burn yourself with the matches or the candle.
- If your class cannot handle doing this activity, simply demonstrate it for them.

**Use in the Curriculum**

This experiment fits well when discussing heat or solids, liquids, and gasses.

**Christian Integration**

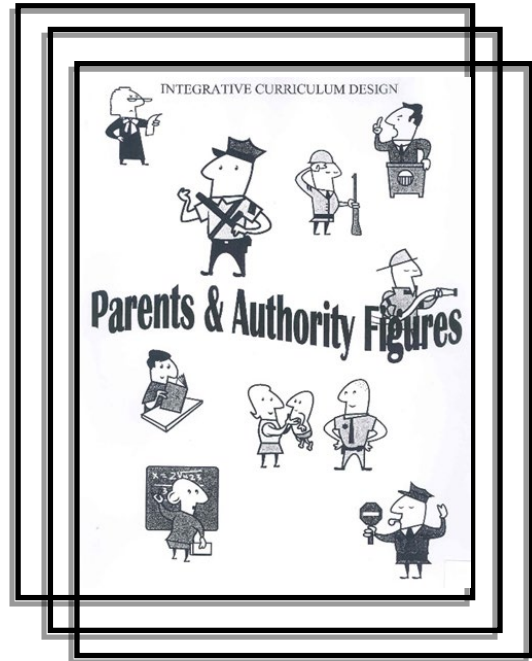
N/A

**Resource**

[http://tiger.coe.missouri.edu/~pgermann/DiscEvent/Gases\\_Air/Re-Lighting\\_Candle/re-lighting\\_candle.html](http://tiger.coe.missouri.edu/~pgermann/DiscEvent/Gases_Air/Re-Lighting_Candle/re-lighting_candle.html)

## MOE with Multiple Sheets

EDU4210: Curriculum and Instruction in the  
Elementary & Middle Schools



## MOE that is Oversized

**The Model of Evidence is too large for this sleeve.**

**It will be brought to the presentation.**

**Autobiography of**

*Sarah Jane Smith*


and/ or

I am Sarah Jane Smith...*(continue with your hometown, family information, etc.)*.

I was/wasn't certain of what I wanted to...*(continue with factors that led you to choose the teaching ministry)*.

My educational plan at Martin Luther College has included...*(continue with a description of your educational journey at Martin Luther College)*.

Now I am looking forward to...*(continue with any other information that may be helpful in getting to know you as a future called worker)*.

Post-Baccalaureate Portfolio Review Rubric					
<p>Teacher: _____</p> <p>Date of Review: _____</p>				 <p><b>MLC</b> MARTIN LUTHER COLLEGE</p>	
	4 - Excellent	3 - Proficient	2 - Developing	1 - Basic	Score
<b>Standard 1: Subject Matter 8710.2000.1.2I</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 2: Student Learning 8710.2000.2.3B</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 3: Diverse Learners 8710.2000.3.4E</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 4: Instructional Strategies 8710.2000.4.5F</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 5: Learning Environment 8710.2000.5.6P</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 6: Communication 8710.2000.6.7D</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 7: Planning Instruction 8710.2000.7.8D</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 8: Assessment 8710.2000.8.9E</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 9: Reflection and Professional Development 8710.2000.9.10E</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	
<b>Standard 10: Collaboration, Ethics, and Relationships 8710.2000.10.11I</b>	Reflection of the MOE to the standard and future teaching ministry is <b>excellent</b>	Reflection of the MOE to the standard and future teaching ministry is <b>good</b>	Reflection of the MOE to the standard and future teaching ministry is <b>adequate</b>	Reflection of the MOE to the standard and future teaching ministry is <b>minimal</b>	

<b>Oral Presentation</b>	Oral presentation skills are <b>excellent</b>	Oral presentation skills are <b>good</b>	Oral presentation skills are <b>developing</b>	Oral presentation skills are <b>minimal</b> (too much reading)	
<b>Portfolio Appearance</b>	<b>Excellent</b> appearance	<b>Good</b> appearance	<b>Adequate</b> appearance	<b>Basic</b> appearance (lacks a professional look)	
<b>Mechanics</b>	0-2 mechanical errors observed	3-5 mechanical errors observed	6-8 mechanical errors observed	9 or more mechanical errors observed	
<p>____ <b>PASS</b> (36 - 52 points)</p> <p>____ <b>NO PASS</b> (35 or less points)</p>				<b>Total Score:</b>	
Comments (Optional):					
Reviewers Signature:			Reviewers Signature:		
<p>_____</p> <p>Dr. Robert Klindworth</p>			<p>_____</p> <p>Dr. Cindy Whaley</p>		