

PreLEAD Portfolio Directions

Process

1. Choose a format: electronic or paper
 - Electronic: <http://www.celt.iastate.edu/edoc/instructions.html> or an online document repository such as Google sites (<http://sites.google.com/?pli=1>).
 - Paper: Three copies (one for each of your committee members), bound somehow
2. Submit portfolios to your committee at least two weeks before your oral exam.
3. If you want your advisor to look at your portfolio before you submit it to the rest of the committee, give it to your advisor five weeks before your oral exam so you have time to get feedback and make changes.

Content

1. Section about you called "Self as Learner"
 - a. Resume
 - b. Documents such as teaching license or awards, transcripts or POS form
 - c. 3-5 page reflection explaining who you are, what you want to do with this degree, and how your thoughts about educational leadership have changed throughout this program.
2. One section for each ISSL standard (<http://www.sai-iowa.org/issl.html>)
 - a. 3-5 page reflection explaining your thinking about the standard and how the program and your experiences in it have provided you with necessary knowledge and skills for success.
 - i. Use and reference the literature you've read throughout the program (include a bibliography at the end of the standard or at the end of the entire portfolio). We like to see that you've retained some of what you've read and discussed.
 - ii. Include a section identifying your strengths in the standard.
 - iii. Include a section identifying your weaknesses in the standard. Explain how you're going to address those weaknesses.
 - iv. Your reflections should be able to stand alone – people should be able to read them without ever seeing your artifacts and still understand what your growth in the area has been.
 - b. Two artifacts providing evidence of your meeting the standard.
 - i. From coursework or from school experiences.
 - ii. Provide a one-page cover sheet for each artifact explaining why you chose it and how it evidences your meeting the standard.
3. Other tips
 - a. Your oral and written language should be professional and references should be cited in APA format. Your committee will notice if there are prolific errors.
 - b. Include a table of contents at the front of your portfolio.
 - c. If you're using paper, do not use plastic page protectors.
 - d. If you are using school materials as artifacts, please remember to respect the confidentiality of your sources. E.g., if you include a teacher observation, make sure the teacher's name is changed or removed.

The Oral Exam

- Judy Weiland will reserve a room and equipment (if needed) for you.
- Refreshments are optional.
- We'll ask you to introduce yourself to the committee. Be ready to answer questions about where you're from, why you're in this program, what you've been doing, and what you want to do next.
- Explain what you've learned as you put the portfolio together.
- Expect lots of questions from your committee. You're trying to demonstrate that you have the knowledge, skills, and dispositions to go lead. Sample questions:
 - How have you changed in this area over the course of your program?
 - Anything you think hasn't changed?
 - How would you as a new administrator go about setting a vision? (...culture. management....by standard)
 - Would there be things you as an administrator wouldn't discuss or wouldn't negotiate?
- While there are some right and wrong answers, what we're more interested in is evidence of your thinking and learning and leading and professionalism. If you say something like, "I believe all children can learn," we're going to ask you what you mean by that and how you're going to ensure that belief is promoted throughout your school.
- Everyone wants you to do well.

Other

- If you want to speed along your licensure, bring your fee and the administrator licensure application (from <http://www.iowa.gov/boee/>) to your oral exam and we'll put it in your folder.

Good luck!!