

Course #20

Planning and Presenting Related Information

Professional Development Portfolio Requirements

Your Professional Development Portfolio is designed to help you apply what you learn at the NJATC's National Training Institute (NTI). It provides you with an opportunity to document your development as you continue to grow as an instructor.

The following is a list of artifacts to include in this section:

1. Include your 5-7 minute lesson plan using the 4 step method that was developed prior to NTI. Include a list of any tool(s) and/or materials that you may have included in your lesson plan. You will be critiqued on this lesson plan during your presentation on Monday of NTI. You may want to go back and revise this lesson plan before putting it into your Professional Development Portfolio.
2. Include a copy of the Demonstration Rubric that you will receive for your personal presentations. This is used to evaluate your demonstration. This will be helpful for you to go back through and review when preparing other lesson plans.
3. Include your 15 minute theory lesson using the Illustrated Talk/Lecture Method. This will be completed during the week of NTI and presented at the end of the week. Include the lesson plan, test, videotape, PowerPoint presentation, tool(s) and materials that were used in your presentation. Be sure to go through your critique forms after your presentation and make any corrections and changes to your Illustrated Talk Presentation before placing the final copy into your Professional Development Portfolio.
4. Copy of your VHS tape of the lesson you prepared and delivered to the class. (You may want to copy the VHS tape to a DVD so that it fits into your Portfolio.)
5. You may also want to include any of your critique forms that you would like to display in your portfolio.
6. You may want to include a lesson plan you develop for your presentation to the apprentices after you return from NTI.
7. You may desire to videotape one of your classroom presentations after you have completed the NTI workshop and returned to teaching the apprentices.

INSTRUCTOR'S LESSON PLAN
Related Technical Information

Course: _____
Lesson No.: _____

Title: _____

Performance Objective:

Training Aids:

Materials:

References:

I. PREPARATION (of the learner)

II. PRESENTATION (of the information)

OUTLINE OF THE TOPIC	THINGS TO REMEMBER TO DO OR SAY (KEY POINTS)

II. PRESENTATION (continued)

OUTLINE OF THE TOPIC	THINGS TO REMEMBER TO DO OR SAY (KEY POINTS)

III. APPLICATION (problems to solve, oral questions, illustrations, analogies, assignments, discussion, etc.)

IV. SUMMARY

THE NEXT LESSON IS:

ASSIGNMENT:

INSTRUCTOR'S LESSON PLAN
Demonstration of Manipulative Skill

Course: _____
Lesson No.: _____

Title: _____

Performance Objective:

Training Aids:

Materials:

References:

I. PREPARATION (of the learner)

II. PRESENTATION (of the information)

STEPS OF TASK	THINGS TO REMEMBER TO DO OR SAY (KEY POINTS)

II. PRESENTATION (continued)

STEPS OF TASK	THINGS TO REMEMBER TO DO OR SAY (KEY POINTS)

III. APPLICATION (problems to solve, oral questions, illustrations, analogies, assignments, discussion, etc.)

IV. SUMMARY

THE NEXT LESSON IS:

ASSIGNMENT:

Demonstration Rubric

Name _____

Date _____

Score _____

DIRECTIONS: For each of the teaching practice criteria listed on the left side of the grid, you are to identify the level of performance using the numbered descriptors that characterize beginning, progressing, and competent teaching practice by placing the number of your choice in the comments column with any information you want to remember about the performance.

Criteria	Beginning 1	Progressing 2	Criteria Competent 3	Comments
Prepare learner	Told apprentice to simply watch and learn and begins lesson.	Put apprentice at ease, found out what he or she already knew, described objectives & importance of task.	Put apprentice at ease, found out what was already known about the lesson, explained purpose and importance of task, got the learner's interest in lesson, placed learner in a position for lesson.	
Presents Lesson	Demonstrated skills by performing the task quickly, then asked if there are any questions	Described what would be demonstrated. Performed task steps in sequence at a good pace and told what was being done as it was performed.	Described what would be demonstrated, clearly demonstrated task steps at a suitable learner pace while sharing key information. Asked questions to check for understanding. Summarized key points.	
Application or Tryout	Directed apprentice to perform the task then told him/her what was done poorly or not done at all.	The apprentice described tasks steps that were followed, then performed the task and described key points of the performance.	The apprentice described task steps that was followed, and then performed the task explaining key points of the performance. Instructor asked questions and offered information to improve performance. Instructor provided encouragement & praise. Apprentice was directed to begin performing the task again until proficient.	
Checking, Testing & follow-up	Put apprentice on his/her own with only occasional supervision.	Directed apprentice to continue performing the task with instructor checking work frequently and offering assistance as needed.	Put the apprentice on his/her own to continue practicing task, but checked performance frequently. Encouraged apprentice to discuss his/her work and ask questions. Helped learner look for key points of good performance. Tapered off extra coaching and closed follow-up as apprentice masters the task. Praises progress and quality work.	

Score: _____

Summary comments: