

Course #32

Teaching and Managing in a Technical Laboratory

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 the 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. Develop a section describing management forms that you are required to submit to administrators and forms that you have developed to manage instruction such as attendance forms, tool/equipment operator forms, project planning forms and so forth.
2. Take digital pictures of laboratories at your Training Center and include printouts in your portfolio.
3. Develop a floor plan sketch or drawing of your laboratory showing location of auxiliary rooms, work stations, machines and equipment, utilities, operator zones around furniture and equipment, and traffic lanes or aisles.
4. Develop a facility management plan for your laboratory that builds on information presented in Course #32. This would include managing the laboratory and record keeping.
5. Develop a section in your portfolio where you include some of your manipulative lesson plans along with supporting instructions sheets like information sheets, laboratory assignment sheets, and scoring rubrics.
6. Develop a plan for organizing and managing laboratory instruction. This plan would include how apprentices are assigned learning tasks, how they are rotated among tasks, and how the instructor delivers instruction while monitoring the learning activities of others.
7. Identify one of the major behavioral problems that you encountered in the laboratory, describe the problem, and describe what actions were taken to eliminate the problem and restore appropriate trainee behavior.
8. Develop a list of things instructors should do to prevent inappropriate behavior from occurring.

9. Describe your safety program and include the following information:
- General safety instruction
 - Specific safety instruction on tools, equipment and machine operation
 - Housekeeping
 - Protective equipment
 - Safety inspection of the laboratory
 - Job hazard analysis
 - Emergency first aid
 - Color coding the laboratory
 - Accident reporting