

Portfolio Instructions for Application to the Milligan Ed.D. Program

All applicants to the Milligan Ed.D. or Ed.S. programs must submit a portfolio as part of their application process.

CONTENT:

Each portfolio must contain content to show evidence of your educational contributions in the following four areas:

1. professional development plan & personal statement of career goals
2. student achievement/leadership in coaching other teachers
3. curriculum, instruction, assessment (current evaluation)
4. collaboration, cooperation, relationship building

SUGGESTIONS FOR CONTENT: Details and examples of what type of evidence to provide are listed in the template. The examples are not exclusive, and candidates are certainly not expected to include all of the suggestions listed. *Any one bulleted item is sufficient to support a single section of the portfolio.* Multiple suggestions are given in order to address candidates at various stages and positions in their careers. Most suggestions do not require documentation. Those that do require documentation as well as an explanation include an asterisk. Documentation does not count in the word count.

HOW TO SUBMIT:

Use this Portfolio Template to document these items with a narrative description of each.

1. Type your information into this template
2. Save your finished template as a PDF
3. Label each item of supporting documentation with the item number it is to support, i.e. "4 – COLLABORATION" and save as a PDF
4. If at all possible, combine all files into one final PDF named "PORTFOLIO – YOUR NAME"
5. Send final PDF file to MSDillow@milligan.edu.

ADMISSION PROCESS TIMELINE:

The Admissions Committee will consider your file after both the application and the portfolio are submitted. You will be notified typically within 2 weeks if you are granted an interview date.

QUESTIONS:

Please contact Melissa Dillow, Admissions Recruiter, at MSDillow@milligan.edu or 423.461.8306.

APPLICANT NAME: _____

I. PROFESSIONAL DEVELOPMENT PLAN & PERSONAL STATEMENT OF CAREER GOALS

In 500-750 words, type your personal statement of career goals and what you plan to achieve professionally over the next several years and how the Milligan Ed.D. degree supports those goals. Include one or more of the following items:

- Information from TEAM evaluation that indicates goals agreed upon with the administrator (*provide supporting documentation)
- A narrative indicating your professional goals for a specific time frame
- School improvement goals and a narrative of how you fit into those goals

Type here:

APPLICANT NAME: _____

II. ABILITY TO IMPROVE STUDENT ACHIEVEMENT OR LEADERSHIP IN COACHING OTHER TEACHERS

In 500-750 words, provide evidence of your ability to improve student achievement OR leadership in coaching other teachers. Include one or more of the following items:

- Scores from state testing with a narrative explaining how or in what field students improved (*provide supporting documentation)
- A discussion of improvement in a single class taught and how that improvement was achieved
- A discussion of school improvement in a grade/subject and how the candidate contributed to that improvement
- Programs implemented that improved scores or attendance or motivation, either class-wide or school-wide
- Discussion of role as a teacher leader. This could include committees led or served on and the achievements of that/those committee(s)
- Explanation of presentation made to teachers for professional development (*provide Powerpoint presentation if used)
- Description of mentoring or one-on-one coaching of small group of students or of new or struggling teacher(s)
- Copy of grant applied for (*provide supporting documentation)
- Explanation of program implemented to support students or teachers or the school

Type here:

APPLICANT NAME: _____

III. KNOWLEDGE ABOUT CURRICULUM, INSTRUCTION, ASSESSMENT

In 500-750 words, provide evidence of knowledge about curriculum, instruction, and assessment. Include one or more of the following items:

- Discussion of instructional strategies used in candidate's classroom
- Examples of three different methods used to assess learning
- Changes made to instruction as a result of state scores
- Changes made to instruction as a result of teacher made assessment
- Curriculum map for a subject (*provide supporting documentation)
- Examples of instruction linked to objectives

Type here:

APPLICANT NAME: _____

IV. QUALITIES OF COLLABORATION, COOPERATION, RELATIONSHIP BUILDING

In 500-750 words, provide evidence of qualities of collaboration, cooperation, and relationship building. Provide examples of times you have worked with faculty, peers, parents, community, your supervisor, or anyone else with whom you have collaborated. Not limited to current position. Include one or more of the following items:

- Give examples of working with others, in school or out of school; could be a list of committees worked on or led
- Samples of newsletters sent home to parents (*provide supporting documentation)
- An explanation of a project done with classmates in pursuit of an advanced degree
- Parent teacher day, number of parents visited, goals of the meeting
- Attendance at school/sporting events
- Working with grade level or subject matter peers to plan lessons or curriculum
- Study groups

Type here:

