

St. Francis Xavier University

Professional Portfolio:
Outline with Descriptions

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AE510
Professional Portfolio

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Outline

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Preface

I would like to include a short statement/reflection on my perspective regarding the professional portfolio itself *prior* to embarking on the process. This section would include what I hope to gain from the process, what I believe the challenges I face will be, and how I think the process and the portfolio itself might shape me as a practitioner.

More informal than the body of the portfolio, this section would provide some framing perspective on my professional mindset at the beginning of the process.

This section can be omitted for different uses of the portfolio and has been included primarily for personal understanding, growth and enrichment.

Table of Contents

Self-explanatory.

Executive Summary

Self-explanatory.

Philosophical Statement

I will craft a philosophical statement on adult education which speaks to my understanding, approach, and purpose in the professional work I complete. This will draw from my application for the Master of Adult Education program, the work completed during the Foundations Institute, my Philosophy of Education as identified through the Zinn Inventory, and learning and leadership styles noted from other inventories.

Strands of Practice

Having identified common strands of practice among my work, I will consider my professional practice in the context of three broad areas: Adult Education, Community Leadership, and Civic Engagement. Ensuring to always present and provide analysis in terms of adult education principles, I will look at how my professional work has shaped the learning, development, and growth of adults in the identified strands of practice.

For each strand of practice, I will present the portfolio content, descriptions, analysis, and reflections under a series of structured headings to help with organization, understanding, and the overall flow of the portfolio.

Adult Education

My work as an adult educator through both formal and non-formal teaching experiences found among traditional and community education environments.

Introduction¹. A brief descriptive overview of this strand of practice and an introduction of the section to the audience.

Development. Considers how I have developed this strand of practice throughout my career focusing in on both my professional practice and scholarship/academia in support of my work.

¹ These sub-sections are common among all strands and as such descriptions have only been included once.

Professional Practice. Presenting the relevant professional contributions I have made towards this strand of practice, I will speak to my skills, attitudes, and knowledge in this area while considering their role in adult education.

Scholarship/Academia. I will present the formal education, training, and contributions to my development which exists outside of professional work.

Evidence and Evaluation. Drawing from feedback, press, and other outcomes identified by outside sources, this section presents the impact and influence my work has had through the lens of others.

Reflection. A brief reflection, I will take a moment to identify how I have developed as a practitioner, common threads in my work, strengths and weaknesses, and next-steps for my work.

Community Leadership

My role as a community leader and how I support those who look to me for guidance in their work to create stronger, more resilient communities.

Introduction

Development

Professional Practice

Scholarship/Academia

Evidence and Evaluation

Reflection

Civic Engagement

The work I complete to engage, educate, and empower individuals to take greater control over shaping their futures. With a focus on the cities in which we live, this strand considers more tactile contributions to supporting adult learning and development.

Introduction

Development

Professional Practice

Scholarship/Academia

Evidence and Evaluation

Reflection

Curriculum Vitae

Self-explanatory.

Reflective Synthesis

An analysis of the portfolio which reflects on the included elements, I will consider myself as a professional and how I have developed and shaped my practice, skills, knowledge and abilities. Connecting strengths, abilities and areas for growth to relevant literature, I will consider the implications from my philosophy of education and how I may attain future goals.

Epilogue

Much like what I hope to achieve with the Preface included at the beginning of the portfolio, I would like to include a short informal statement/reflection at the end.

Not to be confused with the Reflective Synthesis, which considers my *practice* through critical thinking, the Epilogue would contain thoughts specific to the *process* of the portfolio creation, how it met or failed to meet my, and what I hope the portfolio itself can provide me in the future.

References

Self-explanatory.

Appendix: Supporting Materials

Under this heading would be the collection of documents and artifacts which support the statements made throughout the body of the portfolio. Items included in this section may include degrees & certificates, awards, transcripts, teaching materials, resources created, assessments & feedback, letters of support, or inventories.

These items would be provided in their original format without any text other than basic descriptors where required.