

TLG Volunteer Portfolio Guidelines

A portfolio offers TLG Volunteers a means of storing, organizing and sharing materials and information related to their teaching in a way which encourages reflection and professional development. A portfolio can be used to store material a teacher and their learners produce. This should include:

- The TLG Volunteer's statement of the teaching philosophy;
- Class profiles;
- Lesson materials;
- Teaching methods;
- Student assessment;
- Lesson plans;
- Examples of learners' work;
- Learners' and peer feedback;
- Self-reflections and self-evaluation on their teaching;
- Personal goals for improving teaching and enhancing skills.

To be eligible to submit the portfolio you must work at Georgian public school in grade 1, 2, 3, 4, 5 and/or 6 for at least 3 consecutive months during September 15th 2012 through June 15th 2013.

Please format your portfolio as it should be the PDF format and send it as an attachment to tlginbox@tlg.gov.ge by the **20th of June, 2013**. The subject line should read - "TLG Volunteer Portfolio for *Your Name*".

Evaluation of the Portfolios will take place starting June 21st 2013 (please see the evaluation rubrics); the portfolios with the highest scores will be posted on the TLG website.

Additionally, teachers applying for a new position can make use of a teacher portfolio as expanded Curriculum Vitae to showcase their achievements, experience and beliefs to prospective employers.

Follow the above mentioned instructions and evaluation rubric for content ideas and requirements.

Looking forward to seeing your portfolios in June, 2013!

