## Portfolio Checklist (Leadership) Please consider the documentation below as suggestions for inclusion in your portfolio. This list of required documentation does not preclude you from adding material that will uniquely personalize your portfolio. As well, the required documents are meant to provide a testament to your learning and what the program meant to you.

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| **Area** | **Suggested Documentation** |
| **Current Resume and Growth Plans** | Current Resume (suggested as a document you will need for advancement)  Professional Growth Plan – from beginning of program  Professional Growth Plan – from end of program  Leadership Profile Inventory – Beginning and End of Program  Your own reflective comments on your growth plan(s) and LPI |
| **Internship**  **Documentation** | Internship Proposal Forms or indication of what each internship covered  Internship Reflections |
| **Course Work**  **Documentation** | Research Project or Thesis – electronic copy. If you have not completed your capstone project or thesis, you can simply mention your topic and any work you have done  Material from each of the courses that documents important learning for you from the courses. Examples are things like (but do not have to include):   * Evidence of technology use improvement – pedagogical and academic (Technology plan paper/ reflection on improvement) * Legal Issue Report and Ethical Dilemma material * Case Study on Educational Leaders * HR Resources Management Matrix and Plan * Analysis of Assessment Practice Report * My Ideal School’s Leadership Matrix * Change Initiative Plan * Analysis of Counselling Services and Student Support * Conflict Resolution Analysis and Plan * Diversity Presentation * Etc. Again, it is *your* choice as to what you include (or do not include) |
| **Philosophical Support** | A philosophy of leadership, succinctly stated; this would likely appear as part of your professional growth plan. This can be a 1-3 page document that could serve you well as a supporting document for career advancement  Reflection Papers of activities, assignments, and /or symposiums  Definitions/descriptions of leadership, teaching, curriculum, effective pedagogical practice, conflict management, etc.  Quotations/passages from leaders and educators who have inspired your vision and practice of leadership and teaching  Other (please specify) |