



- each item needs to be accompanied by a short statement (ca. 5 sentences) describing its pedagogical value.

### Table Summary – Observing

Unlike the table on the portfolio checklist, you are responsible for adding your information to this table. The table needs to be formatted and labeled like the example below and placed on the first page of the “Observing” section of your portfolio. Add rows as needed to include the information for all your observations.

Name of Teacher	Location/Program	Documentation <sup>2</sup>	Correspondence <sup>3)</sup>	Hours	Hours Accrued Before Methods 1 or Outside of ESL ◆
Total Hours:					

- 2) How is this observation documented in the portfolio? For example: Observation Report 1, General Observation Form, Narrative Response.
- 3) What type of correspondence is included in the portfolio to document this observation? For example: Observation Request, Thank You E-mail.

### Email Correspondence

- request for observation and thank you email for each observation/teacher
- both emails need to include the date(s) of the observation(s)
- If you observed the same teacher for a longer period of time, one thank you email at the end of that period suffices but it must include the dates of your observations.
- In the “Observations” section of your portfolio, be sure to collate each observation report with the corresponding email correspondence.

### Table Summary – Tutoring

Unlike the table on the portfolio checklist, you are responsible for adding your information to this table. The table needs to be formatted and labeled like the example below and placed on the first page of the “Tutoring” section of your portfolio. Add rows as needed to include the information for all your tutees.

Name of Tutee	Hours	Hours Accrued Before Methods 1 or Outside of ESL ◆
Total Hours:		

### Tutoring Logs

- one entry for each meeting
- required info: name of student, date, location, description + evaluation of session, plans for next session