

# Ongoing Fellowship Portfolio<sup>1</sup>

## Purpose

The portfolio is used to guide conversations between Fellows and staff, to document learning and expertise, and to provide evidence to support annual interviews. It contains the questions, thinking and work (in-process and completed) that illustrate the learning and/or expertise that a Fellow is pursuing. The portfolio:

- 1) includes baseline measures that provide a snapshot of a Fellow's thinking and work at the beginning of their Fellowship
- 2) documents a Fellow's work and growth over time, as part of a professional community
- 3) evidences the ongoing journey of the Fellowship
- 4) shows connections between the Fellow's Communities for Learning focus and the improvement of his/her educational organization
- 5) provides a place for a Fellow to reflect throughout the year
- 6) captures artifacts and reflections that support for end-of-year interviews

## Process

### **Year 1: *The Baseline Portfolio***

Fellows complete baseline measures and assemble their initial portfolio during the first year of their participation in Communities for Learning. They use the portfolio to help them articulate their thinking, learning, important questions and goals during their first annual interview. The Year 1 portfolio is returned to yearly as a way to measure growth and change.

### **Year 2 forward: *The Ongoing Fellowship Portfolio***

Fellows revisit and respond anew to the "baseline measures" from Year 1. They continue to use the portfolio as a place to document and reflect on their learning, as well as the connections they are making among the ARCS framework, their work as a Fellow and their role in improving their educational organization. As in Year 1, the portfolio provides the "evidence" that supports the yearly interview, but in the Year 2 and subsequent portfolios, explicit comparisons are made between *The Baseline Portfolio* and the current one.

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<sup>1</sup>Beginning with Baseline and continuing throughout the span of the Fellowship

## Portfolio Description Based on the Fellowship Outcomes

**Outcome #1:** *Fellows will investigate and disseminate their learning and work* by (1) setting and monitoring goals and actions; (2) conducting research and inquiry related to their learning focus; and (3) developing, revising and disseminating new understandings, practices and products.

Guiding questions:

- What do you want to study or work towards?
  - Why is this research or work important to you?
  - How will it help to improve your school or organization?
- What specific goals have you been working toward this year?
  - What actions have you taken to move toward these goals?
  - How effective have they been in improving your school or organization?
  - What specific progress have you been able to make?
  - What artifacts demonstrate your progress?
  - What obstacles or struggles have you encountered? How have you responded to these?
- What have you done, or what plans do you have, to share your learning and work?
- What support do you need to further your work?

### **Portfolio entries could include:**

- 1) Dispositions and ARCS baseline or yearly self-assessment measures and related goal setting
- 2) Topics, questions, needs, interests, passion, and possible areas of study/work
- 3) List of goals with rationale for their pursuit
- 4) Log of actions taken in pursuit of goals
- 5) Artifacts that provide evidence of goal pursuit (samples of work produced in or for your school)
- 6) Strategic action plan with explanations of implementation, adjustments made, and supporting documentation/evidence for the decisions made.
- 7) Proposal, draft or published article or book; videotaped presentation; webinar; course design; etc.

**Outcome #2:** *Fellows will embody the Dispositions of Practice that support Communities for Learning* by: (1) assessing the degree to which they embody the dispositions of practice; (2) setting goals and identifying strategies for deepening the presence of the dispositions in themselves and their work; and (3) behaving in ways that support and deepen the dispositions in others.

Guiding questions:

- How are you using the dispositions to support the work of your Fellowship?
- How would you describe yourself in terms of the dispositions?
  - What are your greatest strengths when it comes to the dispositions?
  - What evidences these strengths?
  - What dispositions do you want to develop further?
  - What specific goals can you set to do so?
- Which dispositions seem most closely connected to the improvements that you want to help your school or organization to make?
  - Which of the dispositions you have identified are strengths in your school or organization?
  - Which do you suspect will provide the greatest challenge?
  - How can you support your school or organization in developing those dispositions that you believe are most needed to support the improvements you are targeting?

**Portfolio entries could include:**

- 1) Baseline or yearly dispositions self-assessment measure and related reflections
- 2) Samples of your work that illustrate your application of, or your need to deepen, one or more dispositions.
- 3) Questions, needs, interests, possible areas of study/work, etc linked to supporting the development of the dispositions in yourself and others.
- 4) Goals and strategies for improving the development and use of the dispositions in yourself and/or others.
- 5) Actions taken to develop, improve or deepen the dispositions in others, or in your school or organization

**Outcome #3:** *Fellows will promote their school's vision and goals* by: (1) reconciling their own passions and interests with the visions and needs of their sponsoring organization; (2) using the voices, perspectives and constituencies from their organization to inform their learning and work; and (3) maintaining ongoing communication with stakeholders, constituencies and decision makers in their organization about their Fellowship, learning and work.

Guiding questions:

- How clear are you about your organization's vision and/or goals?
  - How have you aligned your Fellowship work with the needs and vision of your organization?
  - What evidences the alignment?
- How has the vision or goals of your organization informed or helped you refine your work?
  - Where is the match the strongest?
  - Where do you have the most difficulty reconciling your work with the vision or goals of your school or organization?
- Who else's perspectives and ideas, or what other roles within your school or organization, have you tapped or incorporated into your learning and work as a Fellow?
  - How have you incorporated them? When?
  - What might have happened if you included them at a different stage of your work?
  - What challenges has incorporating their roles, ideas or perspectives presented for you? For them? How have you addressed these challenges?
  - What benefits do you see as a result of incorporating them?
- How are you tapping your own passions, experience and expertise to support the vision or goals of your school?
  - What about improving your school and helping it to achieve its vision or goals energizes you?
  - What are you discovering that you know a lot about that could help your school or organization?
  - How are you using your past experiences to help you to better address the work that you are now doing to improve your school or organization?
- In what ways are you sharing and discussing your Fellowship work with other members of your organization?
  - What seems to make the most sense to them about your Fellowship work?
  - Where do you get the most resistance?
  - What questions do they ask about your Fellowship work?
  - What, if anything do you have difficulty explaining or responding to?

**Portfolio entries could include:**

- 1) Reflective statement that shows the potential or real connection between your Fellowship goals/work and the goals and/or vision of your organization
- 2) Sample of your learning or work that shows clear connection to your school's vision or goals
- 3) A demonstration of how you are using your Fellowship to move your school or organization closer to its vision or goals.
- 4) Goals you have set, actions you have taken, or recommendations you have made that show the alignment of your vision/goals and work with those of your organization.
- 5) Evidence of the different ways in which you interact and communicate with your organization.

**Outcome #4:** *Fellows will support their own and others' learning and work by: (1) engaging in individual and community discourse around issues of learning, leading or lasting; (2) using the various perspectives represented by the multiple roles in Communities for Learning to develop or improve their work; (3) illustrating the relationship between the ARCS framework and improving adult, student and organizational learning; and (4) actively supporting other Fellows' learning and work.*

Guiding questions:

- How has Communities for Learning influenced your vision or thinking about education?
  - What has changed for you?
  - What new questions do you have as a result of the work you have done with Communities for Learning?
- How have you influenced this community?
  - Where do you feel you have had the most opportunity to influence this community?
  - Whose work have you supported directly? Indirectly?
  - How has your perspective, passions, experience, expertise and/or vision influenced the learning and work of other Fellows? The learning and work of Communities for Learning itself?
  - What, if anything, would make you feel more actively and influentially connected to and part of this community?
- How has your learning about ARCS impacted the work you do in your school or organization, or the way that you do it?
  - How are you using ARCS in your Fellowship work?
  - How have you incorporated your understanding of ARCS into your work at your school or organization?
  - What changes do you notice that you attribute specifically to what you are learning or doing with ARCS?
  - What support do you need to go further with your use of the ARCS framework?

**Portfolio entries could include:**

- 1) Reflection that responds to the following questions:
  - How would you describe yourself as a member of Communities for Learning?
  - How can/do you influenced this community?
  - How have you gained from participating in this community?
- 2) Example of your use of the ARCS framework to guide your Fellowship work.
- 3) Example of your use of the ARCS framework in your work at school or in your organization.
- 4) Sample of work that was influenced by your participation in Communities for Learning.
- 5) Description or example of your active support of another Fellow.