Community College Instruction Certificate Portfolio

**Purpose of Portfolio:** The purpose of the portfolio is to give you the opportunity to synthesize and integrate the various elements of what you have learned in the Community College Instruction (CCI) certificate. This portfolio project is intended to be reflective and comprehensive – personal, practice-based, and developmental; it’s about you as an educator. The CCI portfolio is designed to demonstrate your new knowledge, skills, awarenesses, and beliefs, as well as document your instructional proficiency for current and prospective employers. Your portfolio is to be done electronically (web-based) with **approximately 2500-3000 words**, with appendices included for brief additional evidence you wish to share. Content should be embedded in the web pages themselves (not included as attachments). The portfolio should be put together using Taskstream, which is ECU’s portfolio development system. Information on Taskstream can be found at this link:


When complete, your web-based portfolio URL (link) should be submitted to Dr. Phyllis Broughton at BROUGHTONP@ECU.EDU and Dr. Xi Lin at LINXI18@ECU.EDU.

Recommended word counts are noted for each section. These recommendations are based on the common calculation that 250 words equal approximately one page of double-spaced text in a Word document.

**Portfolio Components:** Your CCI Certificate Portfolio is to include the following **5 elements**:

1. **Effective Teaching (750 words maximum):** This reflective essay should address your beliefs (not what you do but, why) about your role as instructor, and the roles and responsibilities of the student. Also discuss teaching methods you use, why you consider them effective, and how your teaching style has been influenced by your teaching philosophy, previous life experience and learning style. The basis for this essay should be content taught in ADED 6240 (Effective College Teaching) and ADED 6453 (The Adult Learner).

2. **Community College Essay (500 words maximum):** This essay should speak to the role and importance that community colleges play in the global economy, our state’s economy, educational
system, our communities, and in people’s lives (be sure to address all of the aforementioned levels). Also discuss how these certificate courses have prepared you for teaching and leadership in the community college. The basis for this essay should be content taught in ADED 6450 (Community, Junior & Technical Colleges).

3-4 **Two Elective Essays (500 words maximum each):** This certificate program requires two elective courses. Consider each elective course you took (separately) and complete a reflective-type essay for each. The focus of each essay should be the content of that course and how you related that content to the core courses in the CCI Certificate program (ADED 6240, 6453, and 6450).

5. **Overall Reflection Paper (750 words maximum):** In this final reflective essay, please address the following:
   1. Your most significant personal learning in this certificate pursuit;
   2. Your leadership and communication styles in the classroom;
   3. How you demonstrate your understanding and appreciation of diversity in your classroom;
   4. How you use technology effectively in the classroom;
   5. The role that ethics have in your teaching;
   6. Ways in which you are reflective about your own teaching;
   7. Your future goals and continuing professional development (learning) plans.

**Community College Instruction Certificate - Core/Required Courses**

ADED 6240 – Effective College Teaching
ADED 6453 – The Adult Learner
ADED 6450 – Community, Junior, & Technical Colleges

Note: Library Science students pursuing this certificate must complete this portfolio project in addition to their LIBS portfolio. A student’s CCI portfolio can be housed in the same account as that student’s LIBS portfolio. When a student has completed all required course work and the portfolio, that student should send the Task Stream link to the CCI Advisor, who will distribute the link to faculty reviewers. When the portfolio has been approved by all reviewers, the IDP department administrative support specialist will inform the graduate school and also Dr. Kaye Dotson in the Department of Library Science, that all qualifications for the CCI certificate have been successfully met.