

Dear Education Student,

You are about to embark on an exciting career - teaching! As you progress through your studies at William Penn University, you will acquire a great deal of pedagogical knowledge and practical experience. Your work will vary from traditional reading of texts to planning and execution of lessons in front of “real” students. While you are preparing for excellence in teaching, you are required to assemble a portfolio. Your work will be shared with and evaluated by a number of professionals. It will represent your beliefs, thoughts, achievements, and experiences; many of which will change as you move from your freshman to senior year. Ultimately, your portfolio will contain artifacts which document your ability to perform as a quality beginning teacher.

In order to be recommended for teacher licensure you not only need to earn satisfactory grades, you must provide evidence of competent performance in a number of areas. The Education Division faculty, staff, and students; Teacher Education Committee; school administrators and teachers; and representatives from the Iowa Department of Education have all played a role in developing a plan to aid you in becoming a licensed teacher. The components of this plan, including schedules, evaluation tools, and checklists, are included in this binder.

Your instructors for Introduction to Education, Social Foundations of Education, and William Penn Seminar will introduce you to and guide you through proper use of these materials. However, it will ultimately become your job to assemble a portfolio that demonstrates acceptable performance in each of the designated standards. You are responsible for following the *William Penn University Education Division Assessment Schedule* that is included in this binder. Your advisor and your professors are here to assist and support you in this process.

Please take the assembling of this portfolio seriously. Students will only be recommended for licensure after completing all of the steps in the *Assessment Schedule*. In order to accomplish this, pay attention to deadlines, submit quality work, and demonstrate the responsibility and competence that every caregiver wants to see reflected in their child’s teacher.

Welcome to the Education Division at William Penn University. Work hard, enjoy your classes, develop positive relationships with classmates, and get to know the Education Division faculty and staff. When you have questions, ask; if you have concerns, share them. If I can help you during your time at Penn, don’t hesitate to make an appointment to visit with me. You’ve chosen a special career; you’ve decided to become a teacher!

Best wishes,

A handwritten signature in cursive script that reads "Cathy Williamson".

Education Division Chairs