TSIPs F.A.Q's

1. What should my portfolio include?

Each item in your portfolio must be submitted in both electronic and print format. This means you will send in a CD or disks with all your portfolio files on it and a file folder with everything that is on the disk printed out. Please print out all of each file except:

- If you developed a web site, you only need to print out the first page of the site.
- If you developed a lengthy PowerPoint presentation or slide show, you only need to print out the first 6 slides or 2 pages of 3 per page.
- If you developed a confidential database of student information, print out the database, and use a marker to black-out student names.

2. How do I submit my portfolio?

Send your completed portfolio, and the TSIPs summary checklist (with employee id number filled in) in a 8.5x11 file folder and a self addressed (with your school address) 9x13 school mail envelope to:

Rochelle Taylor
Technology Support Specialist
Ed Center—2nd Floor

3. What happens after I submit my portfolio?

•Rochelle Taylor will send you a receipt indicating that the portfolio has been received.

•Several times a year the TSIPs Review Committee will review a random selection of portfolios. The review dates are posted on the website:

•After the committee meets, your checklist and portfolio will be returned to you.

•**If it is complete,** you will receive a certificate from the Office of Staff Development. Copies of certificates are sent to your principal and placed in your personnel file.

•**If it is incomplete,** you will receive a list of items that need to be included in order to complete the portfolio.

You can return the completed portfolio at anytime to be rechecked by the committee at its next meeting.

Contact Information

You may reach Rochelle Taylor for copies of the TSIPs worksheet , checklist, or any other questions related to TSIPs.

Ed Center - 2nd Floor

Phone: 703-228-8028

Fax: 703-228-2017

Email: rochelle_taylor@apsva.us

TTG
Technology Training Group

You & Your TSIPs Portfolio

Technology Standards for Instructional Personnel

Arlington Public Schools

TSIP 6.1 for Classroom-Based Educators

Provide 4 lesson plans integrating technology into instruction. Across the 4 lesson plans, use at least 4 of the hardware or software items.

In order to be considered complete, lesson plans should include the following elements:

Your name:

Date:

Grade level:

Goal of lesson:

Content objective addressed:
(*Include Subject Area and APS Objective)*

Technology objective addressed:
(APS Computer/Technology SOL if applicable or related TSIP)

Materials/resources needed:
(*Include software used, equipment used, list Internet resources by url).*

Lesson strategies: Outline how you will use the technology to teach the subject matter. Include: setting (whole class, small groups, one computer, mini-lab of 5, computer lab), teacher role/responsibilities, student role/responsibilities, meaningful integration.

Assessment/evaluation: Describe assessment tool or method used to assess student learning (attach sample if appropriate).

TSIP 6.1 for Non-Classroom-Based Educators

Describe 4 activities or lessons integrating technology into your professional productivity, staff development opportunities, meetings, or professional presentations. Use a variety of resources, which might include:

- PowerPoint Presentation or other slide shows,
- Flyers or Brochures
- Internet resources
- Listservs
- Email, Voice Mail distribution lists,
- Databases
- Spreadsheets

In order to be considered complete, descriptions should include the following elements:

Your name:

Goal of activity:

Audience:

Purpose:

Materials/resources needed:
(Include software used, equipment used, list Internet resources by url).

Strategies:
(Outline how you will use the technology to assist you in your responsibilities. Include a description of the setting).

Your lesson plans will be reviewed for completeness. They will NOT be reviewed for instructional content.

TSIP 7 for Classroom-Based Educators

Teachers are asked to teach two of the lesson plans from 6.1, that utilize technology to facilitate instruction. At least one of the following models should be used in each lesson:

- student projects
- small group instruction
- individual instruction
- cooperative learning
- whole class instruction

Teachers are required to evaluate the effectiveness of one of these lessons.

In order to be considered complete, evaluations should include the following elements:

- Components that worked
- Things you might change
- Copies or descriptions of assessment tool (s)

TSIP 7 for Non-Classroom-Based Educators

Non-classroom based educators are asked to implement two of the activities from 6.1, in professional productivity, staff development opportunities, meetings, or professional presentations.

Non-classroom based educators are required to evaluate the effectiveness of one of these activities.

In order to be considered complete, evaluations should include the following elements:

- Components that worked.
- Things you might change.
- A statement of how the use of technology affected the intended outcome of the project.