

Massasoit Community College

Early Childhood Education Department

Initial Portfolio Assignment

1. Purchase a professional looking three ring binder, clear page protectors, 4 section dividers with tabs independently visible, and an electronic storage device. (10 pts)
2. Assemble your portfolio with section dividers labeled: Resume, Academic Preparation, Related Experience, and Appendix. Include Portfolio and Name on the front cover. (10 pts)
3. Complete the “Analyzing Your Professional Skills” and “Resume Information” Worksheets, to help identify involvement in the Early Childhood field. Include these in the appendix of your portfolio. **(6a)** (10 pts)
4. A Develop a finished resume that reflects your engagement in continuous, Collaborative learning in the Early Childhood field. **(6c)** (8 pts)
  - Use a consistent format
  - Bullet information to include all on one page
  - 4. B Begin with present education information first, list any courses that reflect your knowledge and understanding of young children’s characteristics and needs (1a) (6 pts)
  - 4. C Work experience related to early childhood education should begin with present information first; bullet any information that reflects knowing and understanding diverse family and community characteristics. (2a) (6 pts)
- 5 . A Include two artifacts that reflect Academic Preparation in the Early Childhood Field.
  - A personal mission statement must be included, that integrates knowledgeable, critical, and reflective perspectives on early childhood education. (6d) (10 pts)

5. B Choose one from the following: (10 pts)

- Certificates of attendance from workshops and seminars that reflect involvement and advocacy in the early childhood field. (6e)
- Documentation of CPR or First Aid Training that identifies advocacy in children's health. (6e)
- Documentation of membership in an early childhood professional organization, example NAEYC, or political work advocating for children and families. (6e)

6A Include two artifacts that reflect Related Experience in the Early Childhood field.

A Child Observation (departmental format) must be included, that reflects knowledge about using observation to assess and support young children. (3b)  
(10 pts)

6. B Choose **one** from the following: (10 pts)

- A description of a job/volunteer experience that reflects an example of using positive relationships and supportive interactions with young children. (4a)
- Photographs and description of job/volunteer experience that reflect positive relationships and supportive interactions with young children. (4a)
- A letter of reference from job/volunteer experience that reflects use of positive relationships and supportive interactions with young children. (4a)

7. ALL above inclusions must be computer generated, edited for spelling and grammar, and saved to an electronic storage device.

8. Include four artifacts in the Appendix.

- Professional Skills worksheet
- Resume Information worksheet
- Two assignments successfully completed in early childhood courses that demonstrate your knowledge and understanding of young children's characteristics and needs. (1a) (10 pts)

NAEYC Standards: 1a, 2a, 3b, 4a, 6a, 6c, 6d, 6e Supportive Skills: 1, 2,3,4,5