# Reflective Portfolio for Pre-Service Teachers

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| **Student Name:** |  |
| **University:** |  |

# Introduction

## **Why a reflective portfolio?**

A portfolio is a set of materials, interactions, and reflections that you collect during your virtual exchange (VE) and which you consider evidence of your efforts, progress, and learning. Gathering and reflecting on experiences in a portfolio will

* help raise your awareness for what happened during your VE and
* help you gain a deeper understanding of the value of being part of a VE.

## **What is in this portfolio?**

The portfolio begins with this introduction. In addition, guiding questions ask you to think about your experience in your VE and to provide examples of experiences and learning. When writing your entries, you should try to write them from **two perspectives**:

1. Your general experience as a learner and **participant** in virtual collaboration: Reflect on your experience as you engage in transnational virtual collaboration. What works for you, what is challenging? Why? Which tools can facilitate your work and improve your experience?
2. The lessons you have learned for your **future as a teacher**: Write about experiences that you think helped you develop your *teaching* competences, including knowledge, skills, strategies, attitudes, motivation, and emotions. You may reflect on specific methods, approaches, and concepts and draw conclusions based on your experiences as a participant (perspective 1).

## **How to complete this portfolio?**

1. First **save** this portfolio somewhere you can access easily (e.g., directly on your computer).
2. After **specific points** in the exchange (see Portfolio Timeline below) reply to the guiding **questions**. **It is ok if you only take notes** during the summer school. However, you should turn your notes into a full text before the submission. By the end, there should be at least 3-5 pages of entries.
3. These entries should be written **in English**, but you can also choose to write them **in German**.
4. You can include **examples** from your interaction to illustrate what you are saying. You may copy and paste examples from text chats, comments on websites (e.g., Padlet), (anonymized) screenshots from synchronous interactions, or text from a collaborative document (on OwnCloud) or the other types of technology you and your partners used to communicate. You are **not** required to quote scientific papers! You *can* do it though.
5. **Explain why** you selected these examples, why you think they are important, and what you learned from them.
6. Save the final copy **as a PDF** and submit your portfolio to [lehrerbildung.international@uni-goettingen.de](mailto:lehrerbildung.international@uni-goettingen.de)

## **Portfolio Timeline**

Entry 1: Write by **Tuesday, 10 August 2021**.

Entry 2: Write on **Monday, 16 August 2021**.

Entry 3: Write on **Tuesday, 17 August 2021**.

Entry 4: Write on **Wednesday, 18 August 2021**.

Entry 5: Write on **Thursday, 19 August 2021** (**VOLUNTARY ENTRY**).

Entry 6: Write *after* **Friday, 20 August**, but try to write down your thoughts as early as possible (before you forget important details).

**Final Submission Deadline: Wednesday, 15 September 2021.**

## Entry 1: **Your Expectations** (finish by Tuesday, 10 August)

**Guiding Question(s): What do you hope to get out of this summer school (personally and as a (future) teacher)?**

[write here]

## Entry 2: **General Reflection** (take notes/write after the main program on Monday, 16 August)

**Guiding Question(s): (1) How was the first synchronous day for you? What have you learned about Virtual Exchange in general? (2) How can you support your learners when they participate in a VE project? (3) Do you think it is feasible/realistic to do a VE with learners in secondary education? What would you, as a teacher, need to conduct a VE project?**

[write here]

## Entry 3: **General Reflection & Finding a Common Topic** (take notes/write after the main program on Tuesday, 17 August)

**Guiding Question(s): (1) How was the second day for you? What have you learned/experienced in general? (2) Have you learned new information for implementing VE in your specific subject area(s) (humanities, natural sciences)? (3) Have you and your teammates agreed on a common topic/theme for your VE project? How difficult was this process? Do you think your subject areas are compatible? Why (not)?**

[write here]

## Entry 4: **General Reflection** (take notes/write after the main program on Wednesday, 18 August)

**Guiding Question(s): How was the third day for you? How is the work in your group going along? Do you need support with anything?**

[write here]

## Entry 5: **General Reflection** (take notes/write after the main program on Thursday, 19 August; this entry is **voluntary**)

**Guiding Question(s): How was the fourth day for you? How is the work in your group going along? Do you need support with anything?**

[write here]

## Entry 6: **Final Reflection** (take notes/write after the end of the summer school on Friday, 20 August, and no later than Tuesday, 24 August)

**Guiding Question(s): (1) Take another look at your first entry. Were your expectations fulfilled? Are there any remaining questions? (2) Are you happy with the VE project idea you and your teammates came up with? Would you implement it in the future? Why (not)? What would you change? (3) How satisfied are you with the collaborative work process? Did you encounter any problems? Did you manage to solve them? If not, what could have helped you?**

[write here]

# Your VE Project

You can either copy your VE Project table (from the ‘VE Planning Document’) in here or send it as a separate document when you submit this portfolio. At any rate, make sure you share your final plan with the instructors.