

Suggested Tasks and Timeline for Completing the Digital Hub/Professional Portfolio

October Year 1	<ul style="list-style-type: none"> <input type="checkbox"/> Set up a URL for your digital hub <input type="checkbox"/> Set up an “I Believe” page to record and guide philosophy of education <input type="checkbox"/> Set up a place to file artifacts that might be used for the hub/portfolio. Artifacts must link to “I believe” statements
October Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Decide on a theme or colour scheme for the digital hub/portfolio, if you want <input type="checkbox"/> Begin to select quotes, if using them <input type="checkbox"/> Add to the “I believe” page <input type="checkbox"/> Set up a filing system for artifacts under the Standards of Practice
November Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Set up the Table of Contents/tab links for digital/ for the hub/ portfolio and continue to edit it as you add artifacts <input type="checkbox"/> Decide if you will add an extra section in the portfolio to express: Catholicity, something unique related to your skills such as music, arts, sports, other teaching experience, global cohort <input type="checkbox"/> Continue to add “I believe” statements and artifacts to the files. The artifacts should reflect your I Believe statements in action
December Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Write a draft resume <input type="checkbox"/> Select artifacts from practicum that could be used in the portfolio/hub and which reflect your philosophy of education <input type="checkbox"/> Create sample rationale statements for several artifacts you might use later so you have practice in advance of final copy <input type="checkbox"/> Continue to write “I believe” statements
January Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Write resume and general cover letter <input type="checkbox"/> Begin to write your philosophy of education <input type="checkbox"/> Select a binder for the portfolio, if creating one <input type="checkbox"/> Set up plastic sleeves for the artifacts then create sections under the Standards of Practice and label the sections if creating a hard copy portfolio <input type="checkbox"/> Create a Title Page for the portfolio, digital hub <input type="checkbox"/> Finalize the Table of Contents/tab links, and put it in the hub/portfolio
February Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Organize artifacts under each Standard of Practice, explicitly or linked, and write a rationale statement for each one <input type="checkbox"/> link the rationale statements to the artifacts <input type="checkbox"/> Write a philosophy of classroom management (optional)
March Year 2	<ul style="list-style-type: none"> <input type="checkbox"/> Write a final Philosophy of Education using the “I believe” statements <input type="checkbox"/> Write a Philosophy of Assessment and Evaluation (optional) <input type="checkbox"/> Finalize artifact selection and have artifacts for each Standard so you can demonstrate competency under each Standard <input type="checkbox"/> Check the hub/portfolio for spelling and grammar errors and tidy it up to look clean and professional

Notes:	
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