Plan B for Master’s degree candidates in the Department of Educational Leadership consists of the development and presentation of a Professional Portfolio. The portfolio should articulate the patterns and themes that portray an individual’s uniqueness as an educational or other human services agency leader.

Students preparing a Professional Portfolio in school administration should concentrate on including evidence of their competence in the four leadership areas included in the curricular guidelines developed by the National Policy Board for Educational Administration. Students preparing for leadership positions in human service agencies other than educational institutions should use these topic areas as guidelines as appropriate. These guidelines comprise the knowledge and skills necessary to lead and administer educational enterprises. They are:

**Strategic Leadership**
- a) Professional and Ethical Leadership
- b) Information Management and Evaluation

**Organizational Leadership**
- a) Organizational Management
- b) Interpersonal Relationships
- c) Financial management and Resources Allocation
- d) Technology and Information Systems

**Instructional Leadership**
- a) Curriculum, Instruction, Supervision, and Learning Environment
- b) Professional Development and Human Resources
- c) Student Personnel Services

**Political and Community Leadership**
- a) Community and Media Relations
- b) Law, Public Policy, and Political Systems
More specifically, the following should be included:

- Résumé – Detailed educational and professional experience.

- Professional Platform – The educational leadership platform consists of a series of beliefs and assumptions that express what an individual believes are true, possible, and desirable. The platform provides the foundation that guides and individual’s thinking and decisions he or she makes about educational leadership issues.

The platform development process should be useful to administration students in clarifying their values and in synthesizing their beliefs about educational leadership. In addition, the platform should be useful to students for communicating their professional positions on educational issues to others.

The Professional Platform should include one’s professional positions on:

  - Leadership
  - Management/Administration
  - Decision Making
  - The School
  - The Student
  - The Teacher
  - The Administrator
  - Student Assessment
  - Supervision and Evaluation
  - Problem Solving
  - Educational Change
  - Other positions about which the student feels strongly

Students preparing for leadership positions in human service agencies other than educational institutions should consult with their advisor for appropriate guidance.

Things to include in your professional portfolio:

- Products from graduate course work or internships that demonstrate administrative knowledge and skills.

- A self-assessment of areas for continued professional growth.

- A review and assessment of leadership experiences.

- Other items that attest to the individual’s administrative knowledge, skills, abilities, and dispositions. Some examples are
  - Newspaper articles
  - Notes of commendation
  - Grants received
  - Research completed
  - Works published
  - Presentations

Brief written explanations of each piece of evidence should be included.
The Professional Portfolio is different from the Admissions Portfolio. Whereas the Admissions Portfolio is used for admission purposes and is maintained in the departmental files, the Professional Portfolio is developed and maintained by the student during the graduate education experience. It should be considered a living document that evolves as the student develops through the graduate experience and other professional endeavors. As such, the preparation for the portfolio should begin early in the student’s graduate experience and should be developed and maintained throughout it.

Portfolios should be neat, visually appealing, and well organized. Substance, clarity, and coherence are the goals. During the semester when the student applies for graduation, the student will submit to his or her advisor for review the Professional Portfolio with an extra copy of the Professional Platform segment of the portfolio. (The extra copy of the Professional Platform segment will be placed in the permanent file kept in the office of the Department of Educational Leadership.) The Professional Portfolio may be picked up at your advisor’s office after faculty review.

Submission of the Professional Portfolio to the student’s advisor shall occur no later than November 1st for fall semester graduation, April 1st for spring semester graduation, and July 1st for summer session graduation.