

**Instructional Technology  
Admission Portfolio  
Educational Specialist**

**College of Education**



University of Montevallo

An electronic admission portfolio is required for admittance into the Instructional Technology Ed. S. program. Candidates should assemble their portfolio as a webpage showcasing their technological proficiency. *Electronic format is the choice of the applicant.* A few suggestions:

- Google Sites
- Wikispaces
- LiveBinders

Please make sure that your portfolio is made available for program faculty to view.

***Important: The URL for the electronic portfolio (i.e. a working link to your electronic portfolio) should be submitted to the Graduate Admissions and Records office via the email [graduate@montevallo.edu](mailto:graduate@montevallo.edu) with the subject line for the email “IT Ed.S. Portfolio Submission.” Please make sure that each of the required items is included in the portfolio before sending the link. Failure to include all outlined portfolio elements can delay a student’s departmental portfolio review and interview process, and thus, admission to the program.***

You can apply to the program online by visiting [www.montevallo.edu/grad](http://www.montevallo.edu/grad) and clicking on the “Apply Now” link. When creating the portfolio, use standard computer fonts, such as Arial or Times New Roman. Make sure any documents that are uploaded are in PDF format. Make your portfolio a showcase for your technical expertise and existing knowledge of instructional design. Delineate separate sections, tabs, or links according to the headings below:

- Introduction/Home Page
- Professional Resume
- Statement of Purpose
- Professional References
  - (one reference from current supervisor/administrator)
  - (two additional professional references)
- Employment Verification

The contents of the portfolio will be reviewed and scored jointly by university faculty members. The portfolio will count for 70 points toward acceptance into the program. A minimum score of 60 is required to be accepted for the interview. The interview will count 30 points toward acceptance into the program. A total score of 85 will be required for admission to the program.

Point values for portfolio elements are as follows:

Introduction/Home Page	5 points
Professional Resume	20 points
Statement of Purpose	10 points
Professional Reference from a Supervisor	10 points
Other Professional References	10 points
Employment Verification	5 points
Instructional Design and Technical Expertise	<u>10 points</u>

**Total Points            70**

The portfolio shall contain the following items:

1. **Introduction/Home Page:** Introduce yourself on the home page of your website. Include an image that represents you and a short bio.
2. **Resume:** A complete professional resume, demonstrating requisite experience and skills necessary to succeed in an instructional technology program
3. **Statement of Purpose:** Please write a statement of purpose that is a maximum of three pages and addresses 3 of the 5 NETS-C Standards. Choose 3 of the NETS-C standards with which you have personal experience. Your personal experience can be as a participant or leader. Describe your experiences and how you believe they meet your chosen NETS standards. *The statement of purpose should be no longer than three pages.*
4. **Professional Reference from a Supervisor/Administrator:** At least one of your three references must be from a supervisor or administrator (use professional reference form).
5. **Two Additional Professional References:** Include two additional professional references that indicate technology leadership potential of the candidate (use two professional reference forms).
6. **Employment Verification:** Those employed in K-12 education will need to fill out an EXP form that meets the degree admission requirements. Those not employed in a K-12 education setting will need to provide some other employer verification of experience. (If experience criteria are not met, then candidate may not be considered for admission.)

**NOTE: The portfolio should be complete, professional in appearance, and grammatically correct.**