

Template for Pedagogical Portfolio when applying to Karolinska Institutet's Pedagogical Academy

The overall objective of the Pedagogical Portfolio is to provide a basis on which to assess the extent and quality of the teacher's pedagogical work. The assessment of teaching skills should focus on the quality of the work the teacher performed. Central is the extent to which the teacher has worked so that conditions for student learning are promoted.

Justifications and reflections in three selected examples ("cases") of educational work are an important contribution for the assessment of qualitative aspects. In addition to *what* the teacher has done, the portfolio will also report on *how* the teacher worked, *why* the teacher worked in the way they have, and *what* work has led to their results.

The portfolio can be a maximum of 15 pages, which means that the experience should be summarized and a selection of practical examples made.

Structure

1. Summary
2. Three concrete examples ("cases") on pedagogical work
3. Pedagogical development and pedagogical research
4. Development of pedagogical knowledge
5. The extent of pedagogical work for students
6. Pedagogical work with professionals
7. Interaction with the surrounding community
8. Other qualifications
9. Plans for pedagogical work

1. Summary

Summary and justification for the selection of the qualifications which are presented in the portfolio.

2. Three concrete examples ("cases") on pedagogical work

Describe three concrete examples of your pedagogical work. We suggest you choose various types of pedagogical work, for example; both teaching session(s) and development projects. These "cases" can be used to describe what you have done, how and reasons why you decided to do this way. Development projects can touch upon examination and assessment, adoption of pedagogical methods, program development, support of colleagues or other.

Justify your actions based on proven experience and educational research as much as possible (references please). Examples should also include your reflections and critique of your pedagogical choices. Examples can also include your reflections on how you have developed your approach to teaching, guide and/or the evaluation, and what practical changes might have resulted.

3. Pedagogical development and pedagogical research

You can list and briefly summarize the following:

- Pedagogical development, research and pedagogical projects that you have implemented. Specify if you worked individually with the development or together with others.
- Commitment and responsibility in pedagogical committees or boards, etc.
- Presentations at pedagogical conferences locally, nationally, or internationally.
- Pedagogical publications, such as reports and scientific articles.

4. Development of pedagogical knowledge

- Completed courses (at least 10 weeks) in higher education pedagogy at and/or outside Karolinska Institutet (course providers, scope, time/date).
- Other pedagogical activities that you participated in (national and international) like pedagogical conferences, teacher exchanges, workshops or seminars.

5. The extent of educational work for students

This part describes the *scope* and *breadth* of your pedagogical work with students. Here you should document your experience of pedagogical work in education at the undergraduate, graduate and postgraduate level. It should be clear what level of pedagogical work you are targeting. Describe the extent and type of the pedagogical mission. The art and diversity of the teaching, such as the experience of examination, assessment and evaluation should be apparent. You choose yourself how you want to present the scope of your pedagogical work, below are suggestions on what may included:

- Examples of courses and programs you taught within.
- Involvement in teaching can be reported in total years and the percentage of full-time employment. The teaching time includes planning, implementation and follow up work.
- *Pedagogical mission.* Different roles/tasks you had in relation to education and teaching in higher education.
- *The art and diversity of teaching.* Teaching occasions, for example lectures, seminars, demonstrations, lab teaching, supervision in clinical training, tutoring in PBL, IT-based instruction and/or supervision of individual projects.
- *Examination and assessment.* Scope of and responsibility for different types of examinations, such as theoretical, practical, oral or written examinations and design of assessment templates.
- *Production of teaching aids/educational materials.* Development of teaching aids/educational materials. Include a description of the pedagogical considerations. Any evaluations and experiences of these are essential to include. Highlight if they are this available for more teachers to use in their teaching.
- *Course evaluation and evaluation of teaching and education.* Short description of your responsibilities and/or participation in the evaluation context.
- *Internationalization.* Participation in teacher exchange with foreign universities.

6. Pedagogical work with professionals

- Document experiences of pedagogical work in the health and medical care settings, for example: patient education, teaching of relatives or colleagues.
- Pedagogical work for inter-professional collaboration and education of health care professionals should also be described here.

7. Collaboration with the surrounding community

Described here your pedagogical activities completed outside the academic/care-providing organization directed towards the surrounding society.

8. Other qualifications

- Document here other pedagogical qualifications that you want to include for assessment of your pedagogical skills.
- You can also give examples of another person's evaluation of your pedagogical work, for example; student evaluation of your teaching, colleagues' views on your teaching, or doctoral student feedback on your supervision.
- Education awards can also be described here with a short description of the reason for the award.

9. Plans for pedagogical work

Describe your plans to develop your pedagogical work in the near future.