

## How to upgrade from old to new portfolio

*An upgrade of your portfolio is only necessary if you have started it in WiSe 2015/16 or before that and have not finished all your FD courses yet.*

Download the new portfolio file. You will see, that the basic structure remains the same. Copy your notes from your old portfolio into the new file using the table below as orientation. Additionally, you have to fill out a few new tasks.

Portfolio Structure		Upgrade Steps	Done? √
<b>General Section</b>		Copy your CV into the new portfolio.	
<b>Part I</b>	<b>1. Language Passport</b>	Copy your information for 1.1 into the new portfolio.	
		<b>Fill out</b> 1.2 (see <i>Guidelines</i> for further instructions).	
		Due to the new subchapter above, “Overview of Important Language Learning and Intercultural Experiences” is subchapter 1.3 in the new portfolio (It was 1.2 in the old portfolio). Copy it.	
		Due to the new subchapter above, “Language Certificates” is subchapter 1.4 in the new portfolio (It was 1.3 in the old portfolio). Copy it.	
	<b>2. Language Biography</b>	Copy 2.1 and 2.2 into the new portfolio.	
<b>Part II</b>	<b>1. Pedagogical Experiences and Teacher Training</b>	Copy 1.1 and 1.2 into the new portfolio.	
	<b>2. Studying English: My University Learning Biography</b>	<b>Fill out</b> the self-assessment grid for 2.1 a) based on your competencies now (see <i>Guidelines</i> for further instructions). Copy your “Reflection on the Introduction to Foreign Language Teaching (FD 1.1)” as well as your “Reflection on my Presentation in the Introduction to Foreign Language Teaching” from your old portfolio to the space below the self-assessment grid.	
		For 2.1 b) and c) add the respective course titles and your instructors’ names if you have already finished the seminars. As you can see, all students who take FD2 courses in SoSe 2016 or after that have to complete a task given by their	

		instructor for each course. If you have finished an FD2 course <i>before</i> SoSe 2016, you do <b>not</b> have to do a task. Delete “Task:” and add “I took this course before SoSe 2016.” instead.	
		For 2.1 d) and e) add the respective course titles and your instructors’ names if you have already finished the seminars. All students who take FD3 courses in SoSe 2016 or after that have to write a reflection on the courses (see <i>Guidelines</i> for further instructions). If you have finished an FD3 course <i>before</i> SoSe 2016, you do <b>not</b> have to do a task. Delete “Reflection:” and add “I took this course before SoSe 2016.” instead.	
		Copy 2.2 and 2.3 into the new portfolio.	
	<b>3. Dossier TEFL Education</b>	Copy your dossier into the new portfolio.	
<b>Works Cited</b>		Copy your Works Cited into the new portfolio.	

Questions regarding the portfolio may be directed at the FD1 tutors.