

**Raymond School District
Library/Media Specialist Post Conference Form**

Name: _____

Date: _____

Time: _____

Subject: _____

Activity: _____

Observer: _____

What evidence do you have that you met or made your objectives today? (Components 1f, 3d)

What are some challenges and concerns you encountered during your observations?

What changes would you make to the Media Center that would make it more the effective next time?

Possible components of portfolio evidence (?)

Helpful Hints for Collecting and Compiling a “Manageable” Evidence Collection

When creating an evidence collection:

- It’s not just about what you did; it’s about what you learned
- It’s about working to “improve” rather than trying to “prove”
- Less is more – make a concise collection of carefully selected evidence
- Pick illustrative examples rather than including everything
- Avoid creating a “scrapbook” (a collection of personally meaningful mementos)
- Avoid creating a “steamer trunk” (a container stuffed with materials)