How to Develop Your Introductory Narrative

Introductory Narrative Required Elements

The same six (6) elements are required for both the midpoint and the final portfolios, as indicated on the comparison table at the beginning of these guidelines. You need separate headings for each element, so reviewers can easily locate where you’ve addressed them. Your course instructor will provide a template with formatting, headings, headers, and guiding questions. Using the introductory narrative template makes this task a bit easier and gets you on the right path.

As a reminder, the elements are as follows:
1. Introductory Paragraph (no heading)
2. Rationale for Building the Portfolio
3. Experiences When Creating the Portfolio
4. Council for Exceptional Standards or Applied Behavior Analysis Standards
5. Connection Among Coursework, Learning Experiences, and Professional Standards
6. Philosophy of Teaching

The first paragraph in the Introductory Narrative should be just that — an “introductory” paragraph. Remember that long ago English class where you learned that the first paragraph of a composition or essay summarizes the remainder of how the rest of the document is organized and what it contains? This is the same type of “opening” paragraph. You summarize what you will accomplish in your total portfolio and review how the Introductory Narrative and portfolio are organized.

How Do You Say You Have Met a Standard?

Midpoint: After you have developed the opening and organizing paragraphs for your midpoint portfolio introductory narrative, you are required to address at least 5 or 6 of the individual standards, reference the artifact(s), you have selected to address the individual CEC or BACB standard. For final portfolio, you will need to address and identify all 10 CEC or BACB standards. Keep in mind that you are saying you have acquired either the knowledge and/or skills implied by an individual standard. Identify key aspects of the standard that you now “own” as a result of completing the artifact(s) that you selected for the standard.

Below is a sequential process of how to say you have met certain aspects of the standard while identifying the artifacts.

1. Briefly summarize the standard in a sentence or two.
2. Identify and briefly describe the artifact that you selected that best represents your accomplishment of some aspect(s) of the standard.
3. Using the first person, reflect on how your experiences in creating the artifacts helped you achieve the knowledge and skills of the standard. Unlike the Artifact Entry Form (which is free of I, me, and my) the introductory narrative is the place to write personal reflections and comments.

Final Portfolio: For the final portfolio, you will need to identify all 10 CEC or BACB standards to discuss how you have fully met each standard. For CEC and BACB professional standards, a minimum of three artifacts must be used. Keep in mind that you are saying you have acquired either the knowledge and or skills implied by the standard. Identify key aspects of the standard that you now “own” as a result of completing the artifact(s) that you selected for the standard.