# PORTFOLIO ASSESSMENT GUIDE for

# ECDPT 294A Internship in Early Childhood Development

**What is a Portfolio**:

A Portfolio is a formal means of requesting assessment of your prior work/life experience from which you have developed sufficient college-level learning to earn credit for a specific class.

**Purpose of this Guide**:

This document is intended for student self-assessment purposes only. Review it carefully to determine if you are ready to write and submit a Portfolio for the course indicated above. Your self-assessment is not a guarantee that you will be awarded credit for the course. Faculty with expertise in the subject matter will evaluate whether your Portfolio provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through experiential learning.

# General Guidelines:

* All work must be word-processed, except for documentation provided.
* Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources.
* Use the provided template, located on **page 3** of the guide, to format the portfolio appropriately.
* Your Portfolio will not be returned. Make copies of the contents before you submit. You may include clear copies of documentation and keep the originals.
* Submit your completed Portfolio, along with the approved Course Portfolio Assessment Form, to the Adult Learning Programs Office.

# Determination of Portfolio Assessment Outcome:

You will need to do the following to be awarded credit through Portfolio Assessment for this course:

* **Students must submit a portfolio for ECDPT 208 Curriculum Development and have earned credits for that course prior to submitting a portfolio for ECDPT 294A Internship in Early Childhood Development.**
* Provide all required documentation as listed within the template ~~to support the Learning Outcomes.~~
* Submit your portfolio with indicated examples of evidence listed on the Scoring Rubric, to support each of the listed Learning Outcomes. Label each submission, **Learning Outcome 1, Learning Outcome 2,** etc. You must earn a 3 or higher for each of the Learning Outcomes below.
* Internship credits are based on the number of hours dedicated to working in an early childhood classroom performing the tasks of observation, assessment, curriculum planning, and family engagement. See the Scoring Rubric below for examples of verifying documentation.
* When evaluated, students must demonstrate experience or proficiency in >=70% to earn credit in the course.
* Possibly participate in an interview with the Portfolio evaluator.

|  |  |
| --- | --- |
| 1Does not MeetExpectations | Evidence demonstrates very low level of mastery of this outcome. The evidence is unconvincing, incomplete, very inadequate, contains many inaccuracies, and/or is marked by major conceptual problems. |
| 2Needs Improvement | Evidence demonstrates inadequate mastery of this outcome. Although some aspects of the work may be acceptable, too much of the evidence is unconvincing, incomplete, inadequate, contains multiple inaccuracies, and/or demonstrates major conceptual problems. |
| 3Adequately MeetsExpectations | Evidence demonstrates adequate mastery of this outcome. Although it is not perfect, the work is fairly complete, accurate, and free of major conceptual problems. |
| 4Exceeds Expectations | Evidence demonstrates sophisticated mastery of this outcome. Work is complete, accurate, and free of conceptual problems. |

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# Portfolio Assessment Scoring Rubric:

For each of the learning outcomes listed below, provide an essay describing your knowledge and experience related to the outcome. In addition, please see the “Examples of Evidence” for ideas of the documents that may serve as the evidence to support your essay.

|  |
| --- |
| ECDPT 294A: Internship in Early Childhood Scoring Rubric |
| Learning Outcomes | Score |
| **Learning Outcome 1:** Apply and integrate concepts, language, and classroom learning in a real-world classroom environment. * Examples of Evidence: Each internship credit represents 45 hours directly in the early childhood classroom. ECDPT 294A is a three-credit internship, documentation provided must include evidence of 135 total hours spent directly in an early childhood classroom verified by an employer.
	+ Time cards, contracts, letters from supervisors
 |  |
| **Learning Outcome 2:** Develop professional dispositions to promote development and learning of young children through observation, assessment, planning and implementation of developmentally appropriate curriculum, and family engagement activities.* Examples of Evidence:
	+ Job description, work plan, or employee evaluation
	+ Certificates of training
 |  |
| **Learning Outcome 3:** Contribute to the maintenance of physically and psychologically safe early learning environments for young children * Examples of Evidence:
	+ Job description, work plan, or employee evaluation
	+ Background check clearance letter
	+ Certificates of training
		- Pediatric First Aid/CPR Card
		- Child Abuse & Neglect Prevention
		- Bloodborne Pathogens
 |  |
| **Learning Outcome 4:** Develop professional relationships in the field of early childhood education* Examples of Evidence:
	+ Employee evaluation
	+ Certificates of training
 |  |
| **Learning Outcome 5:** Participate in self-reflection to evaluate effectiveness as an early childhood educator* Examples of Evidence:
	+ Employee evaluation
	+ Certificates of training
 |  |
| **Trainings, formal education, and experience will also be considered as support for meeting these learning outcomes. Any documentation for training hours/education must be specific to ECDPT 294A Internship in Early Childhood Development.**  |  |
| **Total Points** |  |
| **Total Credits** |  |



CREDIT FOR PRIOR LEARNING PORTFOLIO

ECDPT 294A Internship in Early Childhood Development

[DATE]

BY

[YOUR NAME]

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Statement of Academic Honesty

The material contained in this Portfolio honestly and accurately reflects my life, learning, and work experience. I understand that the penalty for falsifying any information or documentation will result in an award of no credit for the Portfolio with no resubmission allowed and may result in other sanctions as described in the Student Code of Conduct.

Print Name LCSC ID Number

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Signature Date

Course Description

ECDPT 294A Internship in Early Childhood Development

Learning Outcomes

**Note: Use the “Portfolio Assessment Scoring Rubric” learning outcomes for your portfolio!**

Through the internship experience, students will:

1. Apply and integrate concepts, language, and classroom learning in a real-world classroom environment
2. Practice and refine professional skills
3. Develop professional relationships in the field of early childhood education
4. Develop professional dispositions in settings that include cultural, linguistic, racial and ethnic diversity in families and communities
5. Develop professional dispositions to promote development and learning of young children across the entire developmental period of early childhood
6. Apply child development theory and principles to the early childhood classroom, families, and communities
7. Contribute to the maintenance of physically and psychologically safe early learning environments for young children
8. Participate in self-reflection to evaluate effectiveness as an early childhood educator

Educational Goals

**Goals, Motivation, and Time Frame**

What are your goals? What are the reasons (professional and personal) you are pursuing your goals? What is a realistic time frame for completing your education?

**Prior Learning to Goals**

How will the prior learning credit you are requesting fit into your future educational and career goals?

Chronological Resume

Include a chronological resume that will support your request for prior learning. List all jobs held, including volunteer work, as they relate to the course that you are trying to receive credit. List duties, skills and expertise used in performing job tasks. When possible, use language similar to that used in the Learning Outcomes for the course.

Examples of Experience:

* Employment, Work Experience
* Workshops, Webinars, Training, Seminars, Professional Development
* Volunteer Activities, Community Service, Committees, Groups
* Military Experience, Occupations, Training
* Licenses, Certificates, Industry Credentials
* Non-credit Courses
* Publications

Learning and Experience Autobiography

The autobiography will serve as an introduction to the evaluator and help them understand the context of your learning for the particular course you are requesting. It is a complete picture of you and your experiences as it relates to the course for which you are creating this portfolio. Relate the relevant experiences to the course in a general explanation (Specifics will be included in the Acquired Learning and Knowledge Narrative). Demonstrate why you have selected this particular course and detail your work and life experiences using your resume as a guide.

This should be two+ pages and summarize the significant learning experiences in your life and describe how your experiences will validate your knowledge of the course content and meet the course outcomes being petitioned for credit.

Acquired Learning and Knowledge Narrative

The narrative is a detailed explanation of how your activities and the resulting competencies were achieved. This is to complement your resume and autobiography. Be sure to link your accomplishments to the course learning outcomes. This will be similar to your autobiography but will detail your chronological work and life experience history while focusing on the things you have already learned through training and experiences, as it relates to your target course.

Note that a key goal of this section is the learning process itself as you reflect on how your experience relates to key concepts within the learning outcomes in the target course. Clearly focus on the learning objectives (what you know and can do) rather than the experience.

For each experience indicated within the Portfolio, the student must:

* Label each heading, Learning Outcome 1, Learning Outcome 2, etc.
* Include the experience; time spent in activity; description of duties and activities.
* Describe the learning and how it relates to the Learning Outcomes for the course.
* Describe how the learning was acquired.
* Provide documentation as evidence of the experience in relation to the course learning outcomes, and as an indication of the level and appropriateness of content.
* Describe how this experience has influenced and impacted other areas of your life.

This will be 2+ pages in length. Make sure it is clear, concise, and free of errors in sentence structure, grammar, and spelling. It needs to demonstrate college-level writing and critical thinking.

Bibliography

**This is not required.** The bibliography will include any reading done on the course subject. If you have studied manuals or used other texts to gain your prior learning, include them here. References should be cited in American Psychological Association (APA) style, but your instructor may suggest another format.

Documentation

Each of your experiences and competencies will require verification (evidence). This evidence can take several forms:

* Completion of training programs, workshops, seminars, etc., may be verified through:
	+ Certificates
	+ Personnel records
* Performance reviews showing competencies
* Job descriptions
* Transcripts
* Samples of work
* A videotape of your speech, theatre work, or music recital
* Licenses
* Honors or Awards
* Samples of your painting, drawing, photography, or ceramics for a studio art course
* Certificates of attendance
* Letters of verification listing proven competencies from instructors or employers
* Products designed or created by you
* Military records

Each piece of documentation for a workshop or training program must be accompanied by a description page of content for each workshop, training program, or seminar and must show how the evidence relates to the course learning outcomes.