

PORTFOLIO ASSESSMENT GUIDE for KIN 352

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. Enrolling in the course may be your best option.

GENERAL GUIDELINES AND REQUIRED PORTFOLIO CONTENTS:

General Guidelines:

- All work must be word-processed, except for items submitted for #1, and signatures.
- Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources.
- Clearly label each section with the bolded title below
- 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.

Required Portfolio Contents:

1. **Title Page:** Your Name, Student ID Number, the Course Number and Title for which the Portfolio is submitted, and the Semester in which it is submitted.
Example:

Erin Anybody

Student ID# 555667777

PHIL 401, Ethical Decision Making and Organizational Policy

Fall 2018

2. **Statement of Academic Honesty** (attached)
3. **Documentation** verifying the work/life experience leading to course content knowledge (time cards, evaluations, contracts, certificates of training, letters from supervisors, etc.)
4. A complete **Current Resume** that includes the relevant work
5. A 2 - 5 page (double-spaced) **Autobiographical Essay** that describes the relevant work, when you engaged in it, your role in it, how it is related to your current major and career goals.

6. A separate essay for each of the Learning Outcomes listed below, explaining what and how you have mastered each objective through your experience. Essays should include detailed examples of learning as well as an analysis of that learning. For example, it will not be sufficient to say “I learned to align decision-making with company policy.” You will need to give examples where you incorporated policy into your decisions, what difference policy made to how you handled a situation, what the role of policy is in leadership and problem-solving, and what you’ve observed when policy and decision-making are not aligned. Label each essay **Learning Outcome 1, Learning Outcome 2**, etc. Include the complete Learning Outcome at the beginning of your essay.
7. Other Portfolio requirements required for assessment:
 - a. Planning Assignments highlighting managing, teaching, and leading a sports program
 - i. Practice Plan
 - ii. Assessment Plan
 - iii. Off-Season Plan
 - iv. Season Plan
 - b. Video of demonstration of coaching/teaching one skill
 - c. Video of demonstration of a safe and effective warm-up, demonstrating specificity and progressiveness.

LEARNING OUTCOMES:

1. Establish a coaching philosophy that focuses on the safety, development, and well-being of the athlete.
2. Recognize high-risk situations, as well as unsafe equipment, facilities, and environmental conditions in order to ensure the safety of the athletes and make necessary modifications to the playing environment should unsafe conditions exist.
3. Use research-based, developmentally appropriate drills and teaching techniques that support athlete development while maintaining safety.
4. Recognize the patterns of cognitive, motor, emotional and social development, and create effective learning environments that allow athletes to progress and improve at different rates.
5. Use a variety of systematic instructional techniques to provide a positive learning environment and maximize the potential of each athlete.
6. Develop the skills of all team members into an efficient and successful group.
7. Serve as a key communicator of program goals and policies and facilitate compliance with established program policies.
8. Make accurate and timely decisions regarding aspects of the sport program. This includes planning program goals that start with a careful analysis of player ability and program needs.

DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:

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

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- Points:
 - Documentation: 25 points
 - Current Resume: 10 points
 - Autobiographical Essay: 15 points
 - Essays 58 points
 - Essay 1
 - Essay 2
 - Essay 3
 - Essay 4
 - Essay 5
 - Essay 6
 - Essay 7
 - Essay 8
 - Planning Assignment 1 25 points
 - Planning Assignment 2 25 points
 - Planning Assignment 3 25 points
 - Planning Assignment 4 25 points
 - Coaching Demonstration Video 20 points
 - Warm Up Video 20 points
- 80% or higher of total points earned

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

Signature

Date