

Portfolio Assessment Guide for SE 335: Special Education Field Experience

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.
2. **Statement of Academic Honesty** (attached)
3. **Documentation** verifying the work/life experience leading to course content knowledge which could include a Letter or Completed Field Experience Evaluation from current and former supervisors will be accepted as verifying documentation.

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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 (if any) required for assessment: **None for this course.**

LEARNING OUTCOMES:

1. The teacher demonstrates care and concern for children.
2. The teacher shows a commitment to the profession.
3. The teacher exhibits a positive work ethic.
4. The teacher maintains her/his own well-being by practicing behaviors of mental and physical health.
5. The teacher is engaged in personal discovery and transition toward professionalism.
6. The teacher demonstrates insight into his/her individual personality characteristics and is aware of the personal characteristics associated with successful teachers.
7. The teacher exercises appropriate etiquette and decorum (e.g., punctuality, grooming, etc.).
8. The teacher exhibits high ethical standards.
9. The teacher respects the privacy of students and confidentiality of information.
10. The teacher effectively uses communication techniques (reads, writes, listens, speaks) with parents, colleagues, and other professional and community partners.
11. The teacher is committed to reflection, assessment, and learning as an ongoing process.
12. The teacher is willing to give and receive help.
13. The teacher is committed to seeking out, developing, and continually refining practices that address the individual needs of students.
14. The teacher seeks and acts upon advice and suggestions.
15. The teacher maintains her/his own well-being in the context of her/his professional life.

DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:

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

Overall (cumulative) score of 75% or more to achieve a passing score or credit for the course.

- Adequate verification of employment/experience in a Special Education setting (5%)
- Autobiographical essay to be graded using Rubric A provided below: (30%)
- Learning Outcomes essay will be graded using Rubric B as Listed below (50%)

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Rubric A

Category	1	2	3	4
Grammar/ Syntax	7 or more grammar/syntax errors	4 -6 grammar/syntax errors	3 or less grammar/syntax errors	No grammar/syntax errors
Conventions	7 or more Convention/ Spelling errors	4-6 convention/ spelling errors.	3 or less convention/spelling errors	No convention or spelling errors

Rubric B

Category	1	2	3	4
Assignment Components	Less than half of the components addresses as outlined in the assignment	More than half of the components addressed as outlined in the assignment	Most components addressed as outlined in the assignment	All components address above expectations
Organization	Assignment lacks organizations, is unclear, or not concise	Assignment is somewhat organized, clear, and concise	Assignment is mostly organized, clear, and concise	Assignment is organized, clear, concise
Grammar/ Syntax	7 or more grammar/syntax errors	4 -6 grammar/syntax errors	3 or less grammar/syntax errors	No grammar/syntax errors
Conventions	7 or more Convention/ Spelling errors	4-6 convention/ spelling errors.	3 or less convention/spelling errors	No convention or spelling errors

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 _____