**PORTFOLIO ASSESSMENT GUIDE for RE 303 Emergent Literacy**

**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

1. **Statement of Academic Honesty** (attached)
2. **Documentatio**n verifying the work/life experience leading to course content knowledge (time cards, evaluations, contracts, certificates of training, letters from supervisors, etc.)
3. A complete **Current Resume** that includes the relevant work
4. 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.
5. 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 create developmentally appropriate plans for young children.” You will need to give examples where you designed plans for young children and explain how they were developmentally appropriate based on specific needs of those children. Label each essay **Learning Outcome 1, Learning Outcome 2**, etc. Include the complete Learning Outcome at the beginning of your essay.
6. An interview with the evaluating faculty member is required. The interview may be done via Skype (or some other means) if student is at a distance.

**LEARNING OUTCOMES:**

1. The ability to capitalize on children’s love of language and their natural language learning strategies to create a positive and motivating environment for learning in the classroom.
2. The ability to articulate a philosophical orientation towards literacy development and select instructional materials and methods which support that orientation.
3. The ability to review professional readings and assimilate new knowledge.
4. The ability to create developmentally appropriate plans and materials for young children.
5. The ability to develop materials which are sensitive to the needs of a variety of young learners.
6. The ability to demonstrate, through a variety of communicative modes, an understanding of key concepts learned during this semester.

**DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:**

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

* Provide all required documentation (as listed above).
* Participate in an interview with the Portfolio evaluator.
* Earn a 3 or higher on at least 5 of the 6 learning outcome essay questions (based on the rubric provided below).

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| 4  Exceeds Expectations | Evidence demonstrates sophisticated mastery f this outcome. Work is complete, accurate, and free of conceptual problems. |
| 3  Adequately Meets Expectations | Evidence demonstrates adequate mastery of this outcome. Although it is not perfect, the work is fairly complete, accurate, and free of major conceptual problems. |
| 2  Needs 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. |
| 1  Does not  Meet Expectations | Evidence demonstrates very low level of mastery of this outcome. The evidence is unconvincing, incomplete, vey inadequate, contains many inaccuracies, and/or is marked by major conceptual problems. |

**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