

Portfolio Checklist

These items must be included in your portfolio for

ED469: Special Topics in Education:

A Practice-Based Introduction to Teaching and School Experience (Practicum 1)

Name: _____

NOTE: All items need to be dated and clearly captioned so readers can immediately understand what they are viewing.

Item(s) to be Included	Completed
Written reflection from Seminar 1: Overview of Framework for Teaching (500-700 words)	
Written reflection from Seminar 2: Planning & Preparation (500-700 words)	
Written reflection from Seminar 3: Reflection and Observation (500-700 words)	
Written reflection from Seminar 4: The Classroom Environment (500-700 words)	
Include a copy of a recent planning document (one you used prior to Seminar 2). Maybe something from last year could be used	
During the Sept 19-30 and the October 3-14 Classroom Blocks Collect at least two (2) planning documents you used those weeks.	
Include some evidence that you collaboratively planned with other teachers in your school (For example: about student learning needs; teacher-librarian, guidance counselor other K teacher etc.).	
Include a copy of your school's discipline policy and/or Code of Conduct policy; Include a photograph copy of any poster etc. you hang on the wall to explain behaviour expectations.	
Include a map of your classroom that is clearly labeled.	
Time Management: Include your timetable and details on your before and after school responsibilities.	
<p>Final Activity: Choose one learning centre or one aspect of your curriculum (numeracy, literacy etc) and share how you set it all up; what learning outcomes you planned; any adaptations for student learning needs; what resources; your preparations; your directions for students; your role in the learning. Use photos to document your work, the resources and activities.</p> <p>Once you have documented and laid out the centre activity, write a reflection on what worked well and what changes you would see necessary to make it even more effective. Focus on the physical set-up, the resources you chose; the directions; the location; the structure for using the activities etc.</p>	

NOTE: When items are added to the portfolio, they must include clear captions identifying title, date, context of the item and the importance of the artifact.

Portfolio Rubric

ED469: Special Topics in Education:

A Practice-Based Introduction to Teaching and School Experience (Practicum 1)

Name: _____ Date: _____

	Meets the Standard of Excellence	Meets the <u>Acceptable</u> Standard	Approaches the Acceptable Standard (Gaps need to be addressed)	Does not Meet the Acceptable Standard (Task is missing or needs to be re-submitted)
<i>Selection of Learning Samples</i>	All artifacts and work samples are clearly and directly related to the purpose of the portfolio.	Most artifacts and work samples are related to the purpose of the portfolio.	Few artifacts and work samples are related to the purpose of the portfolio.	Most artifacts and work samples are unrelated to the purpose of the portfolio.
<i>Reflections</i>	All reflections clearly relate to the topic/question posed in the assignment. All reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	Most of the reflections relate to the topic/question posed in the assignment. Most of the reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	Some reflections relate to the topic/question posed in the assignment. Some reflections illustrate the ability to effectively critique work and provide suggestions for constructive practical alternatives.	No reflections relate to the topic/question posed in the assignment. No reflections illustrate the ability to effectively critique work or provide suggestions for constructive practical alternatives.
<i>Captions</i>	All of the artifacts are accompanied by captions that articulately explain the importance and relevance of that particular work including title, author, date, standard addressed and description of the importance of the artifact.	Most of the artifacts are accompanied by captions that articulately explain the importance and relevance of that particular work including title, author, date, standard addressed and description of the importance of the artifact.	Some of the artifacts are accompanied by captions that articulately explain the importance and relevance of that particular work including title, author, date, standard addressed and description of the importance of the artifact.	None of the artifacts are accompanied by captions that articulately explain the importance and relevance of that particular work including title, author, date, standard addressed and description of the importance of the artifact.
<i>Writing</i>	The writing demonstrates confident control of usage and mechanics The relative absence of errors is impressive considering the complexity of the response.	The writing demonstrates competent control of usage and mechanics Any errors do not reduce the clarity or interrupt the flow of the writing	The writing demonstrates general control of usage and mechanics Errors that are present may reduce the clarity or interrupt the flow of the response	The writing demonstrates faltering control of usage and mechanics Errors reduce the clarity and interrupt the flow of the writing

	Meets the Standard of Excellence	Meets the <u>Acceptable</u> Standard	Approaches the Acceptable Standard (Gaps need to be addressed)	Does not Meet the Acceptable Standard (Task is missing or needs to be re-submitted)
<i>Use of Various Media (photos, graphics, sound, video etc.)</i>	<p>All of the media enhance the purpose of the portfolio, create interest, and are appropriate.</p> <p>The content of the portfolio is enhanced in an original way. All of the examples are appropriate for the chosen purpose.</p>	<p>Most of the media enhance the purpose of the portfolio, create interest, and are generally appropriate.</p> <p>The content of the portfolio is enhanced somewhat in an original way.</p>	<p>A few of the media enhance the purpose of the portfolio, create interest, and are sometimes enhanced.</p> <p>The content of the portfolio is not always appropriate.</p>	<p>The media are inappropriate and do not match the purpose of the portfolio.</p> <p>The media are distracting from the content.</p>
<i>Layout & Text Elements</i>	<p>The portfolio is easy to read with appropriate visual organization of information using fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings.</p> <p>The layout uses horizontal and vertical white space appropriately.</p> <p>The background and colors enhance the readability of text.</p>	<p>The portfolio is generally easy to read with appropriate visual organization of information using fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings. A few minor format changes would improve readers' accessibility to the content.</p> <p>The layout uses horizontal and vertical white space appropriately in most places.</p> <p>The background and colors enhance the readability of text in most places.</p>	<p>The portfolio is often difficult to read due to inappropriate visual organization of information using fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings. Some formatting tools are under- or over-utilized and decrease the readers' accessibility to the content.</p> <p>The layout uses horizontal and vertical white space inappropriately in some places.</p> <p>The background and colors are distracting in some places and decrease the readability of text.</p>	<p>The portfolio is difficult to read due to inappropriate visual organization of information using fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings. Many formatting tools are under- or over-utilized and decrease the readers' accessibility to the content.</p> <p>The layout uses horizontal and vertical white space inappropriately and the content appears cluttered.</p> <p>The background and colors are distracting and decrease the readability of text.</p>
<i>Ease of Navigation (Applies to an electronic portfolio)</i>	<p>All of the portfolio navigation links and all sections connect back to the main table of contents.</p> <p>All external links to all connecting websites connect.</p>	<p>-Most of the portfolio navigation links and most sections connect back to the main table of contents.</p> <p>Most of the external links to connecting websites connect.</p>	<p>Some of the portfolio navigation links and some sections connect back to the main table of contents, but in other places the links do not connect to preceding pages or to the original index page.</p> <p>Some of the external links to connecting websites do not connect.</p>	<p>There are significant problems with portfolio navigation links and many sections do not connect back to the main table of contents or preceding pages or to the original index page.</p> <p>Many external links to connecting websites do not connect.</p>