

## M.Ed. Portfolio Requirements

### Electronic Portfolio of Key Artifacts

#### Objectives:

1. To provide a record of your learning experiences, including field experiences and key assignments.
2. To demonstrate mastery of program goals.
3. To demonstrate an understanding of the CARE framework and to articulate your growth in that framework.

#### Format:

The portfolio will be developed in LiveText, and online portfolio system. You will have assignments and field experience from **every** College of Education class that must be uploaded into LiveText **after** your instructor's assessment of these assignments and experiences.

**Assessment of Portfolio:** The instructor of each College of Education course will review your portfolio to ensure that the appropriate components from his or her course have been uploaded. Your advisor will evaluate your final portfolio using the College of Education writing rubric and portfolio rubric. If your portfolio does not meet standards, you will be asked to revise it and resubmit until it does. Please take the time to make this a quality representation of your professional learning.

#### Required Components:

- I. **Introductory Page.** This section includes:
  1. Your photograph
  2. Your contact information
  3. Your program and endorsements
- II. **Teaching and Leading Philosophy.** In this section you will express your beliefs about education and the role of the teacher leader. As an educator or prospective educator you have ideas related to teaching and learning. This paper should be written in a personal style and reflect your inner thoughts. It should be between 500-750 words and conform to writing conventions identified in the College of Education Writing Rubric. It should include the following:
  1. Your beliefs about the importance of education in our nation and the world.
  2. The impact that teacher leaders have on the growth and development of learners
  3. Ideas about effective teaching, discipline, assessment, professional collaboration and relationships among teachers, students, and administrators.
  4. Your personal reasons for pursuing an education career. (Include ways your values impact your profession.)
- III. **Resume**

- IV. **Standards Growth Reflection.** In this section you will reflect on how you have grown in all four areas of C.A.R.E. since the beginning of your masters program. It should be written in a personal style and conform to writing conventions identified in the College of Education Writing Rubric. The response to each standard should be approximately 250 words and include descriptions of field experiences and key assignments that helped you grow in these areas:
1. Craft of Teaching and Leading
  2. Attitudes and Values
  3. Relationships
  4. Essential Knowledge (concerning your area of specialization)
- V. **Field Experience Documentation.** After completion of each course's field experience (s), transfer your field experience data into the Field Experience Placement Chart. Your instructor for each course will check to make sure that you have done this before submitting your grade for the course. (EXCEL DOCUMENT CHART ATTACHED)
- VI. **Key Assignment Documentation.** After completion of each course's key assignment (s), upload your assignment to this section. Be sure to include the course number, date, and instructor's name.(CHART WITH ALL COURSES LISTED)
- VII. **Action Research Exit Presentation.** In this section, include your PowerPoint or other visual from your Action Research Exit Presentation. Your actual research will be included in the Key Assignment Section.

**For EDLD GRADUATES ONLY:**

- VIII. Leadership Requirements:
1. **TILS Self-Assessment** : *(SEE APPENDIX L for form)*  
 EG5233 (Learning Focused Leadership)  
 Review and Revision from EG5253 (Learning Organizations and Strategic Change)  
 Review and Revision from EG 5333 (Professional Accountability)
  2. **TILS Competency Development Plan E-Log**: *(SEE APPENDIX M for form)*  
 EG5233 (Learning Focused Leadership)  
 Review and Revision from EG5253 (Learning Organizations and Strategic Change)  
 Review and Revision from EG 5333 (Professional Accountability)
  3. **TILS 360 Degree Assessment**: *(SEE APPENDIX O for form)*  
 Minimum of Two from EG5253 (Learning Organizations and Strategic Change)  
 Minimum of Two from EG 5333 (Professional Accountability)
  4. **Professional Development Plan***(SEE APPENDIX P for form)*
  5. **SLLA Praxis II Passing Score**