Name:

Education 678 Portfolio Rubric

- ❑ Is professionally presented in a 3 ring binder
- ❑ Sections are separated with page dividers
- ❑ The first page of the portfolio is this rubric
- ❑ The portfolio has been reviewed by an outside "proof reader" (signature: _____)
- ❑ Contains the following:
  - o An index of the sections with corresponding page numbers
  - o Three reference letters
    - One from an employment supervisor
    - One from a graduate school professor
    - One from a source of the candidate's choice
  - o A philosophy statement
  - o A resumè
  - o A career map
  - o *Standard # 1 fieldwork completion, artifacts, and sub-standard mastery form*
  - o *Standard # 2 fieldwork completion, artifacts, and sub-standard mastery form*
  - o *Standard # 3 fieldwork completion, artifacts, and sub-standard mastery form*
  - o *Standard # 4 fieldwork completion, artifacts, and sub-standard mastery form*
  - o *Standard # 5 fieldwork completion, artifacts, and sub-standard mastery form*
  - o *Standard # 6 fieldwork completion, artifacts, and sub-standard mastery form*
  - o Leadership Analysis, inventories, and growth plan
  - o Key Learnings
- ❑ Each *Standard* Section begins with the CPSEL *standard* expressed in writing.
- ❑ The Fieldworks reflect experience at elementary, middle and secondary schools.
- ❑ Artifacts that demonstrate mastery of the standards have been carefully selected
- ❑ Artifacts are labeled to show what standard/ sub-standard(s) they master (1.0, 1.2, 1.4, 2.3, etc.)
- ❑ The sub-standard mastery form demonstrates mastery of each sub-standard with a mix of artifacts, class assignments, reflection on a class activity or reflections on reading.
  - o Relevant artifacts and assignments are enclosed and labeled
  - o The form refers to the artifact/assignment identification numbers
  - o The form clearly specify how the sub-standard was mastered
- ❑ The portfolio represents the excellence associated with graduate level work
- ❑ The portfolio contains excellent conventions of written expression and grammar.
- ❑ The portfolio contains the candidate's leadership inventories
  - o Self evaluation
  - o Supervisor's evaluation
  - o Peer evaluation(s)
  - o Subordinate evaluation(s)
- ❑ The portfolio contains the candidate's leadership analysis
- ❑ The portfolio contains the candidate's leadership growth plan

- The candidate's strengths are listed
- The candidate's opportunities to grow are identified
- Steps to improve are specified
- Anticipated obstacles are identified
- Resources are identified
- ❑ Key Learnings (1 to 2 pages) are reflected upon in the portfolio conclusion
- ❑ The Portfolio confirms mastery of the CTC requirements for an administrative credentials