

Portfolio Guidelines

Spring 2003

All special education majors are required to develop a professional portfolio during their first semester internship and student teaching internship II year. The portfolio demonstrates the intern's knowledge and skills of the Council for Exceptional Children's Standards for Beginning Special Educators. Begin collecting and saving your course work assignments once you are accepted into the special education major program. Choose artifacts that **best** demonstrate your understanding, knowledge, and/or performance of the standard. Develop reflection statements for each artifact that provide an overview of the artifact, describe how the artifact relates to the standard and your professional development and learning. The portfolio should contain two - three artifacts for each standard area. Artifacts must include: student work samples, journals, photos, assessments, observations, lesson plans including student assessment and lesson feedback from your mentor, course work from other classes, behavior support plans, observations, research papers, etc. Each page of your portfolio should be placed in a plastic sleeve protector. Use tabs to divide each section. Please use the portfolio readings for guidelines and examples.

Portfolio Organization
Your portfolio should be organized using the following format:
Table of Contents: Identifies each section and provides page numbers
Overview : -What is the purpose of your portfolio? -What will the reader find in your portfolio? -Philosophy of Special Education -Resume
CEC Standards: A tab/section for each standard. The section should include: -Narrative Description of the CEC Standard -Reflection: Overview of artifact, relationship to the standard and identification of what you have learned -Artifact: Clean copy, creatively and professionally presented Please include 2-3 artifacts per standard. Each artifact needs it's own reflection.
Professional Information -Recommendations -Evaluations -PRAXIS Scores -Transcripts
Final Reflection -What have you learned and accomplished during your teacher preparation program? -What are your goals and aspirations?

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