

Portal II: Introductory portfolio




First – Make sure you have created your Portal II: Introductory Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.southeastern.edu/acad_research/colleges/edu_hd/passport/index.html)


	Requirements	
Complete the surveys when you create your portfolio – usually in EDUC 203.		Portal Survey PEC - Dispositions Answer Form
		Portal Survey PEC - Essential Technology Knowledge and Skills Answer Form
		Portal Survey PEC - Planning for Diversity Answer Form
Complete and submit your Philosophy in EDUC 203.		Unit Assessment Item Philosophy/Autobiography Required Artifact Type File Description Upload your philosophy that was written in EDUC 203 or MAT 610 and submit to the appropriate instructor. Attach Artifact
		Unit Assessment Item Lesson Plans(Intro level) Required Artifact Type File Description **Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard. Once complete attach here and submit to your instructor. Attach Artifact
Completed and submitted to your instructor in EDUC 307 or 407.		Unit Assessment Item Assessment Artifact Required Artifact Type File Description **Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard. Once complete attach here and submit to your instructor. Attach Artifact
		Unit Assessment Item Classroom Management Plan Required Artifact Type File Description **Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard. Once complete attach here and submit to your instructor. Attach Artifact

Submit these artifacts during the semester you will complete all requirements for the Introductory portfolio.

Submit to your Advisor if you are an ECE, Elem 1-5, Mid Sch 4-8, or Alt Cert major.

Secondary majors submit to person designated in your Dept.

Unit Assessment Item	Description
 Reflective Summary (PII)	Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.
Required Artifact Type	File
	Attach Artifact
Unit Assessment Item	Description
Field Experience(PII)	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
 Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
Field Experience	**Candidates** Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.
	Attach Artifact
Unit Assessment Item	Description
Professional Development Activity(PII)	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
 Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
Professional Development	**Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.
	Attach Artifact

After you have Green Checks  on **ALL** Requirements AND [Status: Requirement Passed](#), then you should click the [Submit For Review](#) button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal folio.

Once you have passed a portal folio, it is *your responsibility* to create the next one and begin entering artifacts. To do this: Click the [Create Folio](#) link beside the Portal Folios. This should automatically create your next folio.

[PORTAL FOLIOS](#)


[CREATE FOLIO](#) [VIEW ARCHIVE](#)

NOTE: If there is a [Status: Unmet](#) under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.

Portal III: Developing (for EDUC 490)


First – Make sure you have created your Portal III: Developing Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.southeastern.edu/acad_research/colleges/edu_hd/passport/index.html)

Can be completed in a Content Methods class (ex: Art 374) or in EDUC 490.

Unit Assessment Item	Description
 Implemented Lesson Plan	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**


Attach Artifact

Can be completed in a Content Methods class (ex: ENG 468) or in EDUC 490.

Unit Assessment Item	Description
 Assessment Plan: Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
File	Once complete attach here and submit to your instructor.


Attach Artifact

Should be completed in a Content Methods class (ex: ENG 468).

Unit Assessment Item	Description
 LCET Summative Evaluation: Content or Developing Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
File	Once complete attach here and submit to your instructor.

Attach Artifact

Complete in EDUC 490. Submit the Lesson Plan for the day you are observed by your EDUC 490 instructor to that instructor for evaluation.

Unit Assessment Item	Description
 LCET Summative Evaluation: Capstone Methods	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**
Required Artifact Type	Your reflection should state the reason for choosing the standard and show understanding of the standard.
File	Once complete attach here and submit to your instructor.

Attach Artifact

The Professional Development, Field Experience and Reflective Summary are sent to your Advisor or the designated evaluator for your major.

You must have a cumulative **TOTAL** of at least **15 hours of Professional Development** documented in PP to pass the Developing Portfolio.

You must have a cumulative total of **180 hours of Field Experience** documented in PP to pass the Developing Portfolio.

Write the Reflective Summary using the Guidelines found on the PP Help page:
http://www.southeastern.edu/acad_research/colleges/edu_hd/passport/index.html

Complete the LASS survey on your own.

Unit Assessment Item	Description
Professional Development Activity (PIII)	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p> <p>**Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.</p>
Required Artifact Type	
Professional Development	

Unit Assessment Item	Description
Field Experience (PIII)	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p> <p>**Candidates** Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.</p>
Required Artifact Type	
Field Experience	

Unit Assessment Item	Description
Reflective Summary (PIII)	<p>Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.</p>
Required Artifact Type	
File	

Portal Survey LASS; Louisiana Supplement Standards	Answer Form
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After you have Green Checks  on **ALL** Requirements AND **Status: Requirement Passed**, then you should click the **Submit For Review** button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal folio.

Once you have passed a portal folio, it is **your responsibility** to create the next one and begin entering artifacts. To do this: Click the **Create Folio** link beside the Portal Folios. This should automatically create your next folio.

PORTAL FOLIOS



CREATE FOLIO **VIEW ARCHIVE**

NOTE: If there is a **Status: Unmet** under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.


Portal IV: Competency

First – Make sure you have created your Portal IV: Competency Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.selu.edu/acad_research/programs/cedsar/passport/index.html)


Complete at beginning of Student Teaching or 1st semester of Internship.

Requirements	
	<p>Portal Survey PEC - Essential Technology Knowledge and Skills</p> <p style="text-align: right;">Answer Form</p>
	<p>Portal Survey PEC - Preparing for Diversity</p> <p style="text-align: right;">Answer Form</p>


Submit to University Supervisor the Lesson Plan you use when you are evaluated for your Mid-Term Evaluation.

Unit Assessment Item		Attach Artifact
	<p>Mid-Term Final Report on Student Teach./Intern</p>	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p>
<p>Required Artifact Type</p> <p>File</p>		<p>Once complete attach here and submit to your University Supervisor.</p>

Download and complete the Critique and reflection of your video taped lesson from (http://www.selu.edu/acad_research/programs/cedsar/passport/index.html). Then submit your critique and reflection to your University Supervisor.

Unit Assessment Item		Attach Artifact
	<p>Reflection and Critique of Videotaped Lesson</p>	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p>
<p>Required Artifact Type</p> <p>File</p>		<p>Once complete attach here and submit to your University Supervisor.</p>

Download and complete the Assessment Plan from (http://www.selu.edu/acad_research/programs/cedsar/passport/index.html). Submit to your University Supervisor.






Unit Assessment Item		Attach Artifact
	<p>Assessment Plan: Student Teaching/Internship</p>	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p>
<p>Required Artifact Type</p> <p>File</p>		<p>Once complete attach here and submit to your University Supervisor.</p>

The Reflective Summary, Field Experience and Professional Development are sent to your **Advisor** during the semester your portfolio is due, by the portfolio due date for that semester.

You must have a **cumulative TOTAL** of at least 25 hours of Professional Development documented in PP. Submit **ONE** PD here.

You must submit ALL of your **Teaching hours (180)** in your Field Experience section of your Artifacts bin. Submit **ONE** FX here.

Complete these surveys at the end of the semester prior to the final Student Teaching Seminar or end of 2nd semester for Internships.

Unit Assessment Item		Reflective Summary (PIV)	Required Artifact Type	File	Description	Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.	Attach Artifact
Unit Assessment Item		Professional Development Activity(PIV)	Required Artifact Type	Professional Development	Description	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p> <p>**Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.</p>	Attach Artifact
Unit Assessment Item		Field Experience(PIV)	Required Artifact Type	Field Experience	Description	<p>**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here**</p> <p>Your reflection should state the reason for choosing the standard and show understanding of the standard.</p> <p>**Candidates** Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.</p>	Attach Artifact
		Portal Survey		Basic Program Follow-Up			Answer Form
		Portal Survey		Reflective Practice			Answer Form

After you have Green Checks  on ALL Requirements
AND

Status: Requirement Passed.

then you should click the [Submit For Review](#) button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio. This will put your name on the list of completed Portal Folios that will be submitted at the end of the semester, **allowing you to Graduate!!!**

NOTE: If there is a **Status: Unmet** under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.