

APPENDIX B

Academic Portfolio Evaluation Instructions

Candidates will collect artifacts that demonstrate the 8 Colorado Performance Standards, best practices and conceptual framework components throughout their academic tenure and include them in a comprehensive portfolio to be evaluated, according to the attached rubric, by faculty at three developmental stages: 1) pre-admission, 2) continuation, and 3) completion. Items to be evaluated at each stage are listed below:

Pre-Admission	Continuation	Completion
1. Table of Contents	1. Table of Contents	1. Table of Contents
2. Student Information	2. Student Information	2. Student Information
3. Philosophy Statement	3. Philosophy Statement	3. Philosophy Statement
4. Resume and Related Documents	4. Resume and Related Documents	4. Resume and Related Documents
5. Reflection on Teaching	5. Reflection on Teaching	5. Reflection on Teaching
6. Self Assessment	6. Self Assessment	6. Self Assessment
7. Evidence of Involvement	7. Evidence of Involvement	7. Evidence of Involvement
8. *Additional Documentation	8. *Additional Documentation	8. *Additional Documentation
9. Organization & Presentation	9. Organization & Presentation	9. Organization & Presentation
	10. **Demonstration of Colorado Performance Standards: 1.1, 1.2, 1.3, 1.4, 1.5, 3.1, 3.2, 3.3, 3.4, 3.5, 4.2, 4.3, 4.4, 5.7, 5.8, 5.9, 6.2, 6.3, 6.5, 6.6, 6.7, 7.1, 7.3, 7.4, 7.5	10. **Demonstration of Colorado Performance Standards 2.1, 2.2, 3.6, 3.7, 3.8, 4.1, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 6.4, 7.2, 8.1, 8.2, 8.3, 8.4, 8.5
	11. *Content Area Artifacts Evaluated in Methods Content Courses by Content Faculty	11. *Content Area Artifacts Evaluated in Methods Content Courses by Content Faculty

*These two sections will vary by student, course experiences, field experiences, and individual initiative.

**Colorado Performance Based Standard (CPBS) artifacts will be evaluated by the faculty member (content area and/or education faculty) of each course as identified in the Proficiency Log. The CPBS artifacts are then included in each candidate's portfolio for review. The Colorado Performance Based Standards Proficiency Log is a report initiated by the student describing how the student met each standard and is collected and evaluated electronically by the faculty member of the course in which each standard is required.

Toward the end of the student teaching semester, candidates will revise their Academic Portfolios, creating a Professional Portfolio with the assistance of their college field-supervisor.

ACADEMIC PORTFOLIO EVALUATION CHECKLIST

COMPONENTS (Numbers correspond to the component numbers on Evaluation)

1. ___ Table of Contents: Clear presentation of portfolio contents
2. ___ Student Information: On Portfolio cover or in cover letter inside front cover; appropriate information included.
3. ___ Philosophy Statement: A concise statement of individual belief regarding teaching and learning.
4. ___ Resume and Related Documents: A typed and formatted professional resume, with accompanying transcripts (unofficial) and letters of reference (or list of references).
5. ___ Reflection on Teaching: A written summary showing evidence of reflection on and self-assessment of knowledge and skill in modeling best practices during lab experiences and student teaching.
Courses marked with an asterisk apply only to elementary education majors.
 - a. ___ Perspectives in Teaching and Learning
 - b. ___ The Exceptional Learner in the Regular Classroom
 - c. ___ *Child Psychology (elementary)
 - d. ___ *Literacy and Language II (elementary)
 - e. ___ *Literacy and Language III (elementary)
 - f. ___ Content Area Literacy (secondary)
 - g. ___ Classroom Instruction & Management
 - h. ___ Educational Practices & Assessment
 - i. ___ *Educational Psychology (elementary)
 - j. ___ Student Teaching
6. ___ Self Assessment: Complete Appendix U. Include the self assessment in your portfolio and file a copy with the Professional Program Office
7. ___ Evidence of Involvement: Include: participation in extra-curricular activities and community service, employment, clubs, honors, volunteer work, etc.
8. ___ Additional Documentation*: Any other relevant information that demonstrates preparation for your educational emphasis and interests. Overtly personal, filler material should not be included.
9. ___ Organization and Presentation: A consistent format is used that follows the Table of Contents. Presentation is aesthetically pleasing. Organization allows reader easy access to all components in document.
10. ___ Demonstration of Colorado Performance Standards: Evidence showing attainment of relevant state performance standards at “proficient” level or above.
11. ___ Content Area Artifacts*: inclusion of artifacts (may vary by course and individual) that evidence development of teaching skills and strategies in area of emphasis.

SCORE: _____/22

*Additional Documentation and Content Area Artifacts will vary by student, course experiences, field experiences, and individual initiative.

Academic Portfolio Evaluation Rubric

Component #	0	1	2
1 Table of Contents	No table of contents	Table of contents is incomplete, inaccurate, or both	Table of contents reflects all included components with correct page numbers of section headings
2 Student Information	No student information page provided	Some student information, but incomplete (e.g., name only); placed somewhere other than the beginning of the portfolio	Student information page complete (name & contact information) and placed at front of portfolio
3 Philosophy Statement	No philosophy statement	Philosophy statement rambles, digresses, is incoherent; does not reflect attempt to synthesize theory and practice	Philosophy statement coherent; shows individual reflection on teaching and learning and synthesis of theory and practice
4 Resume	No resume included	Resume incomplete and poorly formatted; references or transcripts missing	Complete, formatted resume with accompanying transcripts and references information
5 Reflection on Teaching	No reflection provided	Poorly written, incomplete reflection on developing experiences	Well written summary of developing experiences addressing all relevant state standards
6 Self Assessment	No self assessment results	Self Assessment turned in to the Professional Program Office	Self Assessment in portfolio
7 Evidence of Involvement	None provided	Evidence provided incomplete or difficult to understand	Selective evidence provided demonstrating interest and expertise in relevant educational area; focus of documentation is clear
8 Additional Documentation	No evidence provided, or irrelevant or inappropriately personal	Evidence provided appears irrelevant; too much documentation provided with no apparent focus	Clear evidence of additional activities
9 Organization	No apparent organization; portfolio seems “thrown together”	Inconsistent formatting followed; portfolio is inconsistent in appearance and sections are difficult for reader to access	Consistent format employed providing easy access to all components of portfolio
10* Colorado Performance Standards	No evidence of meeting Colorado Performance Standards	Not all relevant standards met at “proficient” level	All relevant standards met at “proficient” level
11* Artifacts	No content area artifacts included	Some artifacts included; documentation scanty or irrelevant	Adequate artifacts included representing application of coursework

*During the pre-admission phase, content area artifacts and performance standards will not be available. No score should be submitted for these elements.