

Learning Experience Portfolio Checklist

Name: _____ Major: _____

Supervisor: _____ PDE _____ Subject & Grade: _____

Learning Experience Title: _____

The final portfolio to be handed in should be in a one-inch three ring binder. It is not necessary to exceed the limit. Electronic formats are acceptable. The Office of Field Experience will retain your portfolios for up to six months.

_____ **Cover sheet: your name, PDE's name, supervisor's name, subject, grade level, and title of learning experience**

_____ **Table of Contents**

_____ **LEARNING CONTEXT (Separate Tab Divider Required)**

- Chart out the Standard(s), specific performance indicator(s), and activities w/ corresponding assessment tool(s) that you will be addressing.
- Provide a brief statement of what your students need to know and be able to succeed with this learning experience.

_____ **ASSESSMENT PLAN (Separate Tab Divider Required)**

- List specific targeted standard area(s) and specific performance indicators. Remember if you address it, you will need to assess it.
- Who are your students? What is the make-up? Do you know the % of students w/ learning needs, i.e.: AIS, 504, IEP, etc.? Are you able to articulate what instructional modifications are needed to accommodate students with special needs and differentiated instruction? For more information on "Differentiated Instruction," go to: http://www.cast.org/publications/ncac/ncac_diffinstruc.html.
- Pre-Assessment. Where are they? What types of "needs-assessment" did you use to get an idea of their prior knowledge?
- Post-Assessment. How do you know they have "arrived"? What types of assessments did you use to measure their levels of understanding & proficiency? You will need to accurately assess and analyze student learning, make appropriate adjustments to instruction, monitor student learning, and have a positive effect on learning for all students.
- Brief Narrative Reflection. What evidence do you have that demonstrates your impact on student learning? Can you clearly explain academic growth and success, as well as how you assisted in the students' learning process?
- For an example of "exemplary" assessment plans, go to:
 - <http://faculty.plattsburgh.edu/jay.petrillo/OFE/HandBook/STHPDF/Assessment%20Plans.ppt>
 - <http://faculty.plattsburgh.edu/jay.petrillo/OFE/HandBook/STHPDF/AssessmentPlan.PDF>

_____ **STUDENT WORK (Separate Tab Divider Required)**

- Three samples needed: below average, average, & above average. **You do not need to provide blank copies of worksheets.**
- Brief Narrative Reflection is required of the student work and should reflect the assessment instrument(s) used to assess their learning.

_____ **FINAL NARRATIVE REFLECTION (Separate Tab Divider Required)**

- Crucial piece. Describe your methods & how you were able to measure the impact you had on their learning. How did you develop a meaningful experience for your students based on their developmental levels and prior experience(s)?
- Describe your ability to create a supportive learning environment.
- Include any correspondences from teachers, parents, celebrities, and/or students.

_____ **EVALUATIVE CRITERIA (Separate Tab Divider Required)**

- **PDE Evaluation**
 - Your PDE should write a brief response on your abilities that made an impact on student learning & your ability to create a supportive learning environment.
- **College Field Supervisor Rubric**
 - Your supervisor will use the rubric. In addition to your supervisor, your portfolio will also be evaluated by outside evaluators. It is important that your evidence can be understood by an outside evaluator. Remember, if you decide to bring your portfolio to an interview, you will need to articulate and provide evidence of how you successfully planned, implemented, and assessed a standards-based unit plan.

