

Special Education Guidelines for Candidate Portfolio Development

All materials included in the portfolio must have been evaluated by faculty using departmental rubrics. Include each evaluated rubric or score sheet with each item.

Philosophy

Portfolios are to be candidate-developed and candidate-managed. The intended use of the portfolio is as a container for products completed across Special Education coursework.

Structure of the Portfolio

1. All candidates must do all steps listed in the Mandatory Requirements Section. If these steps are not completed as listed, candidates will not have met the portfolio requirement for Department Approval to Student Teach.
2. Additionally, candidates are strongly encouraged to complete the steps listed in the Recommendation Section. The result of completion of both the Mandatory Requirements and Recommendations Sections should be a portfolio that will highlight skills and the quality of performance across the Special Education program.

Mandatory Requirements

1. Must use a binder for the portfolio.
2. Must use dividers to clearly display the required sections/ components of the portfolio. Dividers should be labeled with the nine (9) sections of the portfolio and each of the required components (For example, I.A., I.B., I.C., etc.). Further, A,B,C, etc., tabs must be used to identify each subsection.
3. All identifying information must be deleted from portfolio components. Identifying information includes student, teacher, and school names used in the completion of the components of the portfolio.
4. All reproductions of copyrighted materials must be cited using correct APA style for citation of that type of material.
5. If a project to be included in the portfolio was completed by a group, names of all members of the group must be included on the project.
6. Must submit the portfolio to the Department of Special Education by the announced deadline date the semester prior to student teaching. Dates will be announced in classes as appropriate each semester.

Recommendations for Completion of the Portfolio

1. Select examples of their best work for inclusion in each category of the portfolio. All materials submitted must be ones that were evaluated as part of required course work and assignments.

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2. While not required, revision of assignments is strongly encouraged so that the products exemplify best work.
3. Revised assignments should reflect instructors' feedback and suggestions given when the assignment was first graded in a particular course.
4. Remember that quality and quantity are two different issues.

NOTE

After the portfolio has been reviewed specific to Departmental Approval to Student Teach, you may wish to substitute items or add items that would enhance your use of the portfolio in position searches.

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Components of Special Education Candidate Portfolios

All of the following components must be included in the portfolio in the order they are listed below. If all components of the portfolio are not included, the portfolio requirement for Department Approval to Student Teach will not be met.

I. General Introductory Section

- A. Title page – Portfolio Checklist Sheet
- B. State of Illinois Standards: Common Core, LBS I, and for ECSE, Early Childhood must be included.
- C. Completed Comprehensive Practicum Record Form. This lists all practicum experiences that the candidate has completed in the Special Education major. (This form is distributed in SPE 3201).
- D. Current Resume.
- E. Articulate your Personal Philosophy of Special Education including relationship with regular education (Do in complete sentences and well-developed paragraph formats; one-two pages typewritten.).
- F. CEC Code of Ethics.

II. Assessment Category *

- A. Must include at least one Assessment Summary Report from one of the following courses:
 - SPE 4800
 - SPE 4820
 - SPE 4920
- B. Must include one example of a Curriculum-Based Assessment (CBA) device that is developed in one of the following courses:
 - SPE 4730
 - SPE 4901

III. Individual Education Program (IEP) Category*

- Must include at least one example of an IEP written in one of the following courses:
- SPE 4900/4901
 - SPE 4920

IV. Behavior Management Category

- Must include all of the following information:
- A. SPE 3201—Data Collection Assignment
(comparison of event, duration, MTS recording)
 - B. SPE 3600—Functional Behavioral Assessment and Behavior Intervention Plan
 - C. SPE 4900—Classroom Management Plan

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V. **Unit Plan Category***

Must include one **Unit Plan** from at least **one** of the following courses:

SPE 3700

SPE 4700

SPE 4720

VI. **Lesson Plan Category ***

Must include at least one example of a **Lesson Plan** written for **one** of the following courses:

SPE 4900/4901

SPE 4920

VII. **Curriculum Adaptation Category ***

Must include one example of a **Curriculum Area or Material** that has been adapted from **one** of the following courses:

SPE 4720

SPE 4730

SPE 4901 (Teacher-made material)

VIII. **Final Reflectvion linking Courses to CEC Standards of Professional Practice**

Self-Reflection on gained knowledge and skills; completed across program completion.

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Department of Special Education PRACTICUM SUMMARY

Candidate: _____ E#: _____

Check Mark Your Option: Standard Special ECH

If you are doing a dual certification, check mark the correct one:
 Elementary Secondary

Directions: Select the letter or letters that describe the level and population. Fill each column in and keep track across your coursework at EIU and keep copies of all clinical experience evaluations/summaries/rubrics completed by your instructor in the following courses. **YOU WILL be required to show copies of these to your student teaching coordinator.**

COURSE	CLINICAL HOURS	SITE LEVEL:	POPULATION	# OF STUDENTS WORKED WITH	SUCCESS-FULLY COMPLETED SEM/YR.	EIU/PS SUPVR
		a. ECH b. K-3 c. 4-6 d. 7-8 e. 9-12 f. Adults	a. Mild disab. b. LD c. EMH d. BD e. ECH f. At-risk (Re: CHS)			
3201	90					
3220 (EC Only)	60					
3600	30					
3700	30					
4730	30					
4800	30					
4820 (EC Only)	15					
4901	90					
4920 (EC Only)	60					

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Candidate Portfolio Checklist

Candidate Name _____

Date Submitted _____

Candidate email _____

Portfolio Examined By _____

All items on the checklist must be included in the portfolio in the correct form, under correct tab, with clear labels and must be a 'clean' copy or the portfolio will not meet portfolio requirements for student teaching.

A.	General	Met	Not Met
1.	Portfolio Checklist with Demographic Information Included		
2.	State of Illinois Learning Standards (LBSI, ECSE, Common Core)		
3.	CEC Initial Licensure Standards & CEC Code of Ethics		
4.	Current Resume		
5.	Personal Teaching Philosophy		
B.	Assessment		
1.	Assessment Summary Report (SPE 4800 or 4820)		
2.	Curriculum-Based Assessment (SPE 4901)		
C.	Individual Education Plan		
1.	IEP (SPE 4900, 4901 or 4920)		
D.	Behavior Management		
1.	Behavioral Recording Assignment (SPE 3201 Module 2)		
2.	FBA/BIP (SPE 3600)		
3.	Classroom Management Plan (SPE 4900)		
E.	Unit Plan		
1.	Unit Plan (SPE 4700)		
F.	Lesson Plan		
1.	Lesson Plan (SPE 4900 or 4901)		
G.	Curriculum Adaptation		
1.	Curriculum Adaptation/TMM (SPE 4730, 4720, 4901)		
H.	Reflection on SPE Courses and CEC Initial Standards		
1.	Reflection		

Approved _____

Resubmit _____