Secondary Education Portfolio I

College of Education
Secondary Program
Mailstop 0280
WRB 3100
University of Nevada, Reno
Reno 89557

(775) 784-4961 (Main)
(775) 327-5220 (Fax)
Secondary Portfolio I

The purpose of the secondary education portfolio is to allow teacher candidates to focus on their culminating coursework, including the content methods class, without the distraction of needing to create a cumbersome document under the current time pressured format. At the same time, the scores gained from the portfolio provide the secondary team with appropriate assessment data in each of the five domains.

The portfolio is due by December 31st if the intent is to intern in spring of the following semester. The portfolio is due by May 31st if the intent is to intern in fall of the following semester. Submit the portfolio WRB 3100. A sign-in procedure documents that the portfolio was received.

The portfolio is evaluated by secondary faculty in each of the five domains on a scale of 0 to 6. It is the role of the teacher candidate to provide evidence from each domain and if necessary, make the case strong to support the domain score.

Domain 1 – Knowledge of Students and Learning Environments

The underlying assumption used in the evaluation of Domain 1 is that in the pre-internship phase of the program, teacher candidates are just beginning to develop knowledge of students and learning environments. Therefore, except in exceptional circumstances, each teacher candidate will receive a portfolio rating of 0, 1, 2, or 3 in this domain as described by the chart below:

<table>
<thead>
<tr>
<th>GPA KSDC</th>
<th>Portfolio Section Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 to 4.0</td>
<td>3</td>
</tr>
<tr>
<td>2.6 to 3.4</td>
<td>2</td>
</tr>
<tr>
<td>0.7 to 2.5</td>
<td>1</td>
</tr>
<tr>
<td>0.0 to 0.6</td>
<td>0</td>
</tr>
</tbody>
</table>

KSDC stands for “Knowledge of Students Designated Courses.” These courses would be EDSP 411, EPY 330, and EDUC 413 (formerly EDUC 411) for undergraduates and CTL 620, EDSP 611, and CEP 705 (if taken before internship) for M.Ed. students. Other courses may be added to the KDSC list by request of the teacher candidate and approval of the portfolio reviewer.
Any individual who feels he or she has gained an exceptional level of knowledge regarding students and learning environments may submit supplemental evidence of such. Please note that only students who have earned a GPA of 3.5 or above in the “knowledge of students” designated courses are eligible to submit supplemental materials. These materials will be reviewed and based on the judgment of the portfolio reviewer, may be used to increase the score for this component of the portfolio by a maximum of 3 points. For example, a student with a 3.9 GPA in “knowledge of students” designated classes who submitted exceptional supplemental materials related to this domain could receive a 3, 4, 5, or 6 rating at the discretion of the portfolio reviewer.

**Domain 2 - Knowledge of Subject Matter**

Teacher candidates must submit an appropriate printout of the content area coursework they have taken that indicates that they have met the College of Education requirements for a teaching major in their area of concentration. Grades for each course and the overall GPA should be highlighted. With regard to Domain 2, the teacher candidate should have acquired most if not all of the content knowledge needed to be an effective teacher. Therefore, a high GPA in the content area warrants a portfolio rating of 4, 5, or 6 in this domain.

Additionally, teacher candidates should write a reflection regarding any content course in which they received a grade of C or lower including a statement that addresses what they have done or will do to ensure that they are qualified to teach content related to the topics of this course.

Teacher candidates will be expected to round their content area GPA to the nearest tenth and rank themselves in this section of the portfolio using the following scale:

<table>
<thead>
<tr>
<th>GPA in content courses</th>
<th>Portfolio Section Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9 to 4.0</td>
<td>6</td>
</tr>
<tr>
<td>3.7 to 3.8</td>
<td>5</td>
</tr>
<tr>
<td>3.4 to 3.6</td>
<td>4</td>
</tr>
<tr>
<td>3.1 to 3.3</td>
<td>3</td>
</tr>
<tr>
<td>2.8 to 3.0</td>
<td>2</td>
</tr>
<tr>
<td>2.5 to 2.7</td>
<td>1</td>
</tr>
<tr>
<td>0.0 to 2.4</td>
<td>0</td>
</tr>
</tbody>
</table>

**Domain 3 - Planning, Delivery, and Management of Instruction and Domain 4 - Assessment**

Teacher candidates will complete a culminating assignment designed by their content methods professor that is a normal component of the content methods class. While it is expected that this assignment will be multi-faceted and address the integration of
knowledge across a variety of domains, it is critical that this assignment provide many opportunities for the teacher candidate to demonstrate their proficiency with regard to Domains 3 and 4.

The content methods professor will provide clear expectations regarding how planning, delivery, and management of instruction as well as assessment should be incorporated into this assignment. In addition to a holistic evaluation of this assignment, the content methods professor will be required to use their professional judgment to evaluate this assignment analytically with regard to Domain 3 and Domain 4, separately, using the descriptors below. In some content areas, the assignment will be assessed based on a rubric. The teacher candidate needs to ask his or her content professor for specific details.

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>6</td>
</tr>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>Barely Passing</td>
<td>1</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
</tbody>
</table>

Please note that the assessment of Domains 3 and 4 of the portfolio represents the content professor’s sense of the potential of the candidate as teacher at this particular moment in the candidate’s career. A score of one is acceptable but it is anticipated that a candidate would strive to achieve a score higher than this minimum rating. The score is adequate in order for a teacher candidate to begin his or her internship, a score that reflects the evaluator’s confidence in the candidate to succeed in the role of teacher at this moment in time. Higher scores represent higher levels of expected competence, the score of six indicating that the evaluator believes the candidate to, at this moment in time; possess qualities that allow for expectations of excellence in the role of teacher during the internship and beyond. Such estimations are based upon the culminating assignment and the evaluator’s professional judgment. All who evaluate portfolios for the teacher education program hope that each candidate will exceed expectations and become the kind of teachers who will work to ensure that every student entering the schools leaves well prepared to meet the contingencies of our 21st century world.
**Domain 5 – Professionalism**

The underlying assumption used in the evaluation of Domain 5 is that in the pre-internship phase of the program, the teacher candidate is beginning to make the transition from being a student to becoming a professional. Therefore, except in exceptional circumstances, each teacher candidate will receive a portfolio rating of 0, 1, 2, or 3 in this domain as described by the chart below:

<table>
<thead>
<tr>
<th>GPA Professionalism Courses</th>
<th>Portfolio Section Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 to 4.0</td>
<td>3</td>
</tr>
<tr>
<td>2.6 to 3.4</td>
<td>2</td>
</tr>
<tr>
<td>0.7 to 2.5</td>
<td>1</td>
</tr>
<tr>
<td>0.0 to 0.6</td>
<td>0</td>
</tr>
</tbody>
</table>

The following courses have been designated to apply to Domain 5:

Undergraduate Students | Graduate Students
---|---
EDSC 321 | CTL 650
EDSC 404 |

Any individual who believes he or she has gained an exceptional level of professionalism may submit supplemental evidence of such. Please note that only teacher candidates who have a GPA of 3.5 or above in the professionalism courses are eligible to submit supplemental materials. These materials, which may include content methods course material, will be reviewed and based on the judgment of the portfolio reviewer, may be used to increase the score for this component of the portfolio by a maximum of 3 points. For example, a student with a 3.9 GPA in “knowledge of students” designated classes who submitted exceptional supplemental materials related to this domain could receive a 3, 4, 5, or 6 rating at the discretion of the portfolio reviewer.

**Overall Portfolio Rating**

The overall rating of the portfolio will be determined by averaging the ratings earned in each of the five domains.
Directions for Completing Secondary Portfolio 1

1. Make three copies of your course history as shown on My NEVADA. These will be used as justification for scores for three of the domains (see step 2 below). It is also possible for the student to have a correct Academic Requirements Report (formerly called DARS) showing all the major courses in their teaching major (or the correct substitutions.) The Academic Requirements Report, he, or she needs to contact Nancy Horvath, (nancyho@unr.edu) regarding the need for it to be correct. Email will suffice.

2. Highlight the appropriate courses on one of these copies for each of the Domains 1, 2, and 5.

3. Calculate the GPA's for domains 1, 2, and 5, respectively, and write it in the appropriate place on the template.

4. Determine the portfolio rating for domains 1, 2, and 5 using the charts provided and write it in the appropriate place on the template.

5. Transfer the information provided by the content methods professor regarding the portfolio rating you achieved in domains 3 and 4. Please write this information in the appropriate places on the template.

6. Complete the summary page by copying the portfolio ratings from each of the domain pages and calculate the average of the 5 domain scores and writing them in the appropriate places on the template.

7. Sign each page to verify that the information is correct.

8. Place all pages in the correct order and staple.

9. Submit the portfolio.
Secondary Education Portfolio 1

Name: _______________________________________

NSHE Number: __________________________________

Program (circle one): Secondary Undergraduate

Secondary Master’s First-time Licensure

Secondary Professional Degree

Content Area:

Domain 1 Portfolio Rating:

Domain 2 Portfolio Rating:

Domain 3 Portfolio Rating:

Domain 4 Portfolio Rating:

Domain 5 Portfolio Rating:

Add the five ratings above, divide by 5, and round to the nearest tenth to attain the overall portfolio rating.

Overall Portfolio Rating:

Student Signature: ___________________________

Faculty Signature: ___________________________
Secondary Education Portfolio 1  
Domain 1

Name: ________________________________

Content Area: _______________________

Domain 1 – Knowledge of Students and Learning Environments

The following courses have been designated to apply to Domain 1:

Undergraduate Students                                    Graduate Students
EDUC 413 (formerly EDUC 411)                             CTL 620 (or equivalent)
EDSP 411                                                  EDSP 611
EPY 330                                                   CEP 705 (if taken)

Based on the attached printout of course history from My NEVADA, I certify that the information below is accurate:

The following guidelines should be used to determine your portfolio rating in Domain 1 based on the GPA of these courses rounded to the nearest tenth:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Portfolio Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 to 4.0</td>
<td>3</td>
</tr>
<tr>
<td>2.6 to 3.4</td>
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</tr>
<tr>
<td>0.7 to 2.5</td>
<td>1</td>
</tr>
<tr>
<td>0.0 to 0.6</td>
<td>0</td>
</tr>
</tbody>
</table>

Based on the attached printout of course history from My NEVADA, I certify that the information below is accurate:

Domain 1 GPA:

Domain 1 Portfolio Rating:

Student Signature: ________________________________
Secondary Portfolio I
Domain 2

Name: ____________________________________________

Content Area: ______________________________________

Domain 2 – Knowledge of Subject Matter

In order to determine the courses to be used in the GPA calculation for this domain, if you are an undergraduate refer to your undergraduate content area advisement sheet, which is available from the Advisement Center. If you are a M.Ed. student, either refer to the state of Nevada requirements in your content area or include an undergraduate transcript and indicate the GPA you attained in your content area. Please note that acceptance in the M.Ed. program automatically provides graduate students with a minimum rating of 1 in this area. Thus, no other documentation is required unless you want to attain a score of 2 or higher in this domain.

The following guidelines should be used to determine your portfolio rating in domain 2 based on the domain 2 GPA:

- 3.9 to 4.0: 6
- 3.7 to 3.8: 5
- 3.4 to 3.6: 4
- 3.1 to 3.3: 3
- 2.8 to 3.0: 2
- 2.5 to 2.7: 1
- 0.0 to 2.4: 0

Based on the attached printout of course history from My NEVADA (undergraduate student) or from my transcript from My NEVADA (graduate students), I certify that the information below is accurate:

Domain 2 GPA:

Domain 2 Portfolio Rating:

Student Signature: ________________________________
Secondary Portfolio I
Domain 3

Name: ________________________________

Content Area: ________________________

I certify that the Domain 3 rating shown below accurately reflects the evaluation provided to me by my content methods professor based on the assignment(s) in the content methods course designated for this purpose.

Domain 3 Portfolio Rating:

Student Signature: ________________________________
Secondary Portfolio I
Domain 4

Name: __________________________________

Content Area: _______________________

I certify that the Domain 4 rating shown below accurately reflects the evaluation provided to me by my content methods professor based on the assignment(s) in the content methods course designated for this purpose:

Domain 4 Portfolio Rating:

Student Signature: _______________________


Secondary Portfolio I
Domain 5

Name: ______________________________________

Content Area: _______________________________

Domain 5 - Professionalism

The following courses have been designated to apply to Domain 5. The score for this domain is obtained from the average of the teacher evaluation scores in the midterm and final evaluations in your program and the GPA of the courses below:

Undergraduate Students
EDSC 321
EDSC 404

Graduate Students
CTL 650

The following guidelines should be used to determine your portfolio rating in domain 5 based on the domain 5 GPA:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 to 4.0</td>
<td>3</td>
</tr>
<tr>
<td>2.6 to 3.4</td>
<td>2</td>
</tr>
<tr>
<td>0.7 to 2.5</td>
<td>1</td>
</tr>
<tr>
<td>0.0 to 0.6</td>
<td>0</td>
</tr>
</tbody>
</table>

Based on the attached printout of course history from My NEVADA, I certify that the information below is accurate:

Domain 5 GPA:

Domain 5 Portfolio Rating:

Student Signature: ____________________________