



**College of Education**  
UNIVERSITY *of* NEVADA, RENO

# **Secondary Education Portfolio I**

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

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## Secondary Portfolio I

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

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 to the William Raggio Building (WRB 3100). There is a sheet in the office to document that the portfolio was received.

The portfolio is evaluated by a secondary faculty member in the respective content area based on five domains of professional competence on a scale of 0 to 6. It is the role of the teacher candidate to provide evidence from each domain 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:

GPA KSDC	Portfolio Section Score
3.5 to 4.0	3
2.6 to 3.4	2
0.7 to 2.5	1
0.0 to 0.6	0

KSDC stands for “Knowledge of Students Designated Courses.” These courses are EDSP 411 and EDUC 413 (formerly EDUC 411) for undergraduates and EDUC 611 and EDSP 611 for master of education and professional certificate students. Other courses may be added to the KSDC 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. For 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:

GPA in content courses	Portfolio Section Score
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

### **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 multifaceted 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.

Exceptional	6
Excellent	5
Very Good	4
Good	3
Satisfactory	2
Barely Passing	1
Unsatisfactory	0

Please note that the assessment of Domains 3 and 4 of the portfolio represents the content course instructor'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 for advancement to the teaching internship, but it is anticipated that a candidate would strive to achieve a score higher than this minimum rating. 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 teachers who will work to ensure that every student entering the schools leaves well prepared to meet the contingencies of our 21<sup>st</sup> 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:

GPA Professionalism Courses	Portfolio Section Score
3.5 to 4.0	3
2.6 to 3.4	2
0.7 to 2.5	1
0.0 to 0.6	0

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

### Undergraduate Students

EDSC 321  
EDSC 404

### Graduate Students

CTL 650

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 showing all the major courses in his/her teaching major (or the correct substitutions.)
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. Round this result to the nearest tenth (.1) and write in the line designated for overall portfolio rating.
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  
Summary Page**

**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)  
EDSP 411**

**EDUC 611 (or equivalent)  
EDSP 611**

**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:**

<b>GPA</b>	<b>Portfolio Rating</b>
3.5 to 4.0	3
2.6 to 3.4	2
0.7 to 2.5	1
0.0 to 0.6	0

**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**

To determine the courses to be used in the GPA calculation for this domain, follow this guideline:

- 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. 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:** \_\_\_\_\_

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

**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:** \_\_\_\_\_

**Domain 4- Assessment**

**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.**

**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:**

<b>3.5 to 4.0</b>	<b>3</b>
<b>2.6 to 3.4</b>	<b>2</b>
<b>0.7 to 2.5</b>	<b>1</b>
<b>0.0 to 0.6</b>	<b>0</b>

**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:** \_\_\_\_\_