

DEPARTMENT OF SPECIAL EDUCATION MASTER'S COMPREHENSIVE PORTFOLIO OVERVIEW

Students admitted **BETWEEN spring 2007 and spring 2009** must complete and pass a comprehensive portfolio. The comprehensive portfolio must be completed and turned in for evaluation by each student to his or her academic advisor during the student's last semester of coursework or in the semester immediately following the student's last semester of coursework. **Students must turn in a completed comprehensive portfolio no later than the due date specified below.** Portfolios may be turned in early.

The comprehensive portfolio has multiple components. A major component of the portfolio is the inclusion of the primary assignments and grading rubrics from all courses on each student's program of study. It is each student's responsibility to collect and retain the assignments and graded rubrics at the end of each semester. Students **must** earn a "B" or better on the primary assignment from each course in order for it to be included in the portfolio.

Students must include the following items, in sequence, in the comprehensive portfolio:

1. A table of contents identifying each section of the portfolio. Each section must be tabbed and labeled.
2. A 5-8 (maximum) page philosophy of teaching statement that incorporates the theories and practices learned in the student's program, plus a cover page and reference page. The statement must be typed double-spaced using Time or Times New Roman 12-point font. The philosophy of teaching statement must include citations from 10 different **refereed** journals.

Specifically, the statement must discuss

- ✚ theory (i.e., describe your theoretical or conceptual framework),
 - ✚ practice (i.e., describe best practices and the roles of the teacher and the student in the education process),
 - ✚ evidence-based practices and strategies that you plan to use or are currently using when working with students, and,
 - ✚ human diversity and how diversity impacts development, learning, teaching, and the delivery of special education services.
3. A copy of the student's approved program of study and any course change documents.

4. Primary assignments **and scored** grading rubrics from each course listed on the student's program of study. Assignments should be included in alphabetical and numerical order (i.e., ECE 706, ECE 726; ESP 701, ESP 708, ESP 722). If the primary assignment does not fit into the portfolio (i.e., poster presentation, resource notebook), the student should include a 1-page synopsis of the assignment (title of assignment, a description of the assignment and how it was completed, why components were/were not included) **and scored** grading rubric. Similarly, if the portfolio is turned in prior to the student completing the primary course assignment in the student's last class, the student should include 1-page synopsis of the assignment (title of assignment, a description of the assignment and how it will be completed, why components were/were not included) **and a blank** grading rubric.

Students must meet with their advisors at the beginning of the semester in which they plan to graduate to complete their graduation applications. Students must be enrolled in coursework during the semester they graduate. Graduation application deadlines are set by the Graduate College and students should refer to the graduate college website for graduation applications and due dates.

Please see your advisor if you have any questions regarding completion of the comprehensive portfolio.