


Department of Special Education
Preparing to Student Teach Portfolio
Submission Guidelines

Students are responsible for assembling and submitting a complete acceptable Preparing to Student Teach

Portfolio (PTST). We are transitioning to an online portfolio system using . Some artifacts have been assessed online while others are in hard copy form only. We ask that you submit hard copies of all graded rubrics including those submitted on Chalk & Wire. Use the following link to acquire the directions and the portfolio forms needed for submission. <http://www.ric.edu/specialeducation/Pages/Portfolios.aspx>

Portfolios are to be submitted to the Department Secretary, Mrs. Jeanne Morris in Horace Mann 049 on

Due: Last day of Classes in Spring and Fall Semesters by 2:00
(prior to their Elementary or Secondary Education Student teaching placement).

When organizing your portfolio please include the following:

- **personal contact information** as the front page of your Portfolio. Personal contact information should include **your name, address, phone number(s) and RIC email address only**.
(This information will be used to contact students immediately if problems occur during the review process.)
- your name on the spine of the binder.
- print a **current transcript** that documents a GPA of 2.5 or better (*2.75 Fall 2016*)
 Grades of a B- or better in Special Education Coursework
- A copy of your Special Education ETS/PRAxis Examinee Score Report(s)
 (pages 1-3) on Rhode Island Department of Education (RIDE) applicable Praxis Tests
Core Knowledge for: Mild/Moderate 5543 Severe to Profound 5545 (passing score 164)
- **Special Education Field Work Form**
- **DO NOT** use plastic page sleeves.

The portfolio should be organized into sections, one section for each primary **course** with the **graded artifact rubric** from your chosen concentration*

- **SPED 302 or ELED 302: Case Study**
- **SPED 310: Classroom Structure Project**
- **SPED 311: Communication Inventory**
- **SPED 312: Curriculum Based Assessment Project (CBM) and OPR or RI-ICEE**

*Elementary Mild/Moderate	*Middle/Secondary Mild/Moderate	*Severe Intellectual Disabilities
SPED 412: 3 Rubrics 1) Assessment Plan 2) IEP 3) Design for Instruction and 2 OPRs or RI-ICEE's *	SPED 424: (TCMWS)Teacher Candidate Mini Work Sample and OPR or RI-ICEE's * SPED 427: Observation/Curriculum Participation Report	SPED 435: Assessment/ IEP Unit and 2 OPR or RI-ICEE's * SPED 436: Curriculum Modification Project and 2 OPR or RI-ICEE's *
SPED 458: Math/Science Interview and 2 OPRs or RI-ICEE's *		

**An Observation and Progress Report (OPR) is completed by the practicum teacher and the course professor. This report is course specific and based on the observation of the teacher candidate in the school setting. OR * A Rhode Island Innovation Consortium Educator Evaluation IRI-ICEE) is completed by the practicum teacher and the course professor. This protocol is used for observations of the teacher candidate in the school setting. (Fall 2017)*

Student teaching placements will be cancelled without a successful completed Preparing to Student Teach Portfolio submitted. Portfolios can be picked up one month after submission. They will be in the department for one semester then destroyed.