George Mason University (GMU) - Graduate School of Education (GSE)
Spring 2010
Syllabus for EDSE 791.001: Midpoint Portfolio

Performance-Based Assessment of the Council for Exceptional Children (CEC) Standards
Prerequisite and co-requisite: must be taken after completion of the fourth EDSE prefix course or concurrently with the fourth or fifth EDSE prefix course in the program.

Instructor: Dr. Michael J. Romanelli
Contact Information: | tel. 703-819-2200 | mromanel@gmu.edu

Office Hours: by appointment only.

COURSE DESCRIPTION
This course provides an opportunity for students to develop their professional portfolio. This serves as the vehicle to assess whether they are meeting the standards of their professional organization, The Council for Exceptional Children.

STUDENT OUTCOMES
Upon completion of this course, students will have:
- Completed a Midpoint Portfolio focusing on their performance in courses as related to CEC Standards.
- Participated in cooperative learning experiences in which peer feedback is provided and received.
- Discussed how portfolios are used by professionals to integrate, reflect upon, and provide evidence of accomplishments regarding skills, knowledge, and dispositions required of their profession.
- Presented their Midpoint Portfolio to program faculty and peers.
- Provided program evaluation feedback on the GMU graduate program of study via electronic web based survey

COURSE REQUIREMENTS [note connection to Student Outcomes]
- Develop the Midpoint Portfolio's documents (e.g., Introductory Narrative and Artifact Entry Forms).
  - Submit drafts of documents for Instructor feedback by the due date, and make refinements accordingly.
  - Provide and receive peer feedback on drafts of documents, and make refinements accordingly.
  - Submit required Midpoint Portfolio documents to TaskStream www.taskstream.com by the due date(s).
- Complete the GMU/GSE Program Critique via electronic survey of GMU/GSE program.
- Present the Midpoint Portfolio.

NATURE OF COURSE DELIVERY
Learning activities include the following: Instructor demonstrations and descriptions, peer review and discussions, cooperative learning, application activities, and class presentation of portfolios.

Relationship of Course to Program Goals and Professional Organizations

EDSE 791: Midpoint Portfolio is the first part of two portfolio courses; EDSE 792 is the Final Portfolio course. These courses are part of the George Mason University, Graduate School of Education, and Special Education Program required for teacher licensure in the Commonwealth of Virginia in Special Education and the Master's of Education Degree (M.Ed.). The program aligns with the standards for teacher licensure established by CEC, the major special education professional organization in the United States (see the CEC standards on the following web site: http://www.cec.sped.org) and the National Council for the Accreditation of Teacher Education (NCATE). This course addresses the following CEC standards:

1. **Foundations**
2. **Characteristics of learners**
3. **Individual learning differences**
4. **Instructional strategies**
5. **Learning environments**
6. **Language**
7. **Instructional planning**
8. **Assessment**
9. **Ethics and professional practice**
10. **Collaboration**

Grading Criteria
- Satisfactory – student has successfully completed course requirements and successfully presented portfolio.
- No Credit – student has not provided sufficient work to evaluate progress toward meeting portfolio requirements.

STUDENTS WITH SPECIAL NEEDS

If you need course adaptations or accommodations because of a disability or if you have emergency medical information to share with the instructor (s) or need special arrangements, please call and/or make an appointment with instructor as soon as possible. If a student has a disability and needs course adaptations or accommodations because of that disability, it must be established with the faculty, in writing, at the beginning of the semester so arrangements can be made. Please call the Disability Resource Center for required documentation (703-993-2474).

IMPORTANT NOTES:
- Regularly check blackboard announcements (at least weekly) and GMU email for class updates.
- The use of electronic devices that produce sound or otherwise interfere with the learning of others (i.e., cell phones, pages) is prohibited during class. Please turn these devices off before the start of class.
- With the student's permission Exemplary work may be kept and shared in the future.

George Mason University Email: **https://mail.gmu.edu/**
From this link, follow the directions for activating an email account. Every student is required to establish a GMU email account. Course email correspondence and other important university emails will be sent to GMU email accounts. Once an email account has been established, it is possible to forward email sent to the GMU account to another email account.

George Mason Blackboard: http://courses.gmu.edu From this link, follow the directions to get into this semester's research class. On this EDSE 791 TFA Midpoint Portfolio course site, you will find grading rubrics, sample activities & papers, APA resources, syllabus, etc.

George Mason Patriot Web: https://patriotweb.gmu.edu/
A self-service website for students, faculty, and staff of George Mason University. There is a wealth of useful links, information, and online forms on this website including program of studies details, application for graduation, request for transfer of credit, and internship application.

George Mason University Honor Code: http://www.gmu.edu/facstaff/handbook/aD.html
This URL defines student and faculty conduct to promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community. The honor code deals specifically with cheating and attempted cheating, plagiarism, lying, and stealing.

Students with Disabilities: www.gmu.edu/student/drc
Students with disabilities who seek accommodations in a course must be registered with the GMU Disability Resource Center (DCR) and inform the instructor, in writing, at the beginning of the semester. See the website or call 703.993.2474 to access the DRC.

Responsible Use of Computing: http://mail.gmu.edu
Students must agree to abide by the university policy for Responsible Use of Computing. From the link above, click on Responsible Use of Computing link found at the bottom of the screen.

Advising Contact Information:
Please make sure that you are being advised on a regular basis as to your status and progress through your graduate study program. You may wish to contact Jancy Templeton, GMU Special Education Advisor. When contacting her, be sure to be able to provide your G number to her.

Absences: If you are already aware or anticipate that you cannot attend 100% of the five class sessions, participate the entire time, and submit assignments as indicated by due dates in the syllabus, please notify the Instructor and your adviser immediately so that alternative arrangements for your successful completion of this course at another time can be arranged.

Note: Every student registered for any EDSE course as of the Fall 2007 semester has been required to begin submitting signature assignments with accompanying artifact entry forms to TaskStream (regardless of whether a course is an elective or part of an undergraduate minor). TaskStream information is available at http://gse.gmu.edu/programs/sped/

Writing Support
As you complete parts of your portfolio, you submit your "best draft" of specific parts to the Instructor (via email attachment of Word document by specificied dates. **You must submit your draft by the date specified for your section of this course in order to receive Instructor feedback. Late submissions compromise your capacity to receive and act on Instructor feedback.** Another type of writing support is available via peers in the course. During course sessions, you will receive and give feedback to peers on drafts of their Midpoint Portfolio work. Additionally, you are encouraged to use the George Mason University Writing Center for support in writing (support needs will vary among students). The web site for the Writing Center is: http://writingcenter.gmu.edu/. Many resources are available both on site and on the web, and students can now conveniently register online for appointments.

NOTE: Throughout the semester, there are due dates for submitting drafts to the Instructor so that you can receive and act on Instructor feedback. Documents are reviewed in the order they are submitted. First in = first reviewed & returned with instructor feedback. **You must submit your draft by the date specified in order to receive Instructor feedback. Late submissions compromise your capacity to receive and act on Instructor feedback. Late submissions will impact the grade you earn in this course.**

Class Schedule EDSE 791 001

	791.001	PORTFOLIO COMPONENT DUE Bring to class…	CLASS/GROUP ACTIVITIES
	Class 1:	Bring the CEC Standards and the course syllabus to <u>all</u> class sessions. For each class, specific materials to bring are noted. Additionally, if you find it helpful to have the following materials to use during class, bring these to future classes: 1. Personal laptop computer 2. Highlighters 3. Post-it notes 4. Pens/pencils to write feedback for peers	1. Identify and describe the Council for Exceptional Children (CEC) Standards. 2. Describe National Council for Accreditation in Teacher Education (NCATE) and how the CEC Standards relate to the Mason programs and NCATE. 3. Discuss Professional Portfolios and how they are used for assessment and reflection. 4. Review the course syllabus. 5. Discuss how to select artifacts to match CEC Standards. 6. Identify and describe content on an Artifact Entry Form (AEF). 7. Demonstrate how to complete and edit information on an Artifact Entry Form. 8. Model how to use the Peer-Review Forms for the Artifact Entry Forms as a self-evaluation process.

ACTION: Within two weeks after Class 1, submit your first Artifact Entry Form draft to the Blackboard "drop box" so (a) the Instructor can provide you electronic feedback, (b) you have time to review the feedback and seek clarification if necessary, (c) you can revise your first Artifact Entry Form, and (d) then you can develop your second Artifact Entry Form draft prior to Class 2. These are the two AEFs you bring to Class 2 for peer-review.

NOTE: Throughout the semester, there are due dates for submitting drafts to the Instructor so that you can receive and act on Instructor feedback. **You must submit your draft by the date specified for <u>your section</u> of this course in order to receive Instructor feedback. Late submissions compromise your capacity to receive and act on Instructor feedback. Late submissions will impact the grade you earn in this course.**

	791.001	PORTFOLIO COMPONENT DUE **Bring to class…**	CLASS/GROUP ACTIVITIES
	Class 2:	**Bring to 2nd class:** 1. Two completed Artifact Entry Forms (AEFs) drafts for peer review (refer to actions since Class 1: One AEF is now revised based on Instructor feedback two weeks ago, and the other AEF has been developed since then; both will be reviewed by peers this session). 2. Four copies of the AEF Peer-Review Forms.	1. Describe the peer-review process (refer to the forms you brought this class). 2. Facilitate peer reviews of each person's two Artifact Entry Forms. 3. Elicit identification of the three artifacts each person will focus on for the remaining Artifact Entry Forms (total of five for Midpoint Portfolio). 4. Describe how the process and content for the AEFs comprise a foundation for some components of the Introductory Narrative. 5. Identify and describe the sections of the Introductory Narrative (IN). 6. Demonstrate how to complete and edit the Introductory Narrative. 7. Model how to use the Peer-Review Forms for the Introductory Narrative as a self-evaluation process.

ACTION: Within two weeks after Class 2, all five of your Artifact Entry Forms should be completed, revised per peer/self/Instructor feedback, and in excellent shape for content and format. Submit each of your five completed Artifact Entry Forms to TaskStream *and* the corresponding Artifact.

Follow directions for submitting the AEFs with their corresponding artifact to TaskStream. Remember that once you submit work to TaskStream, it will be rated. Consequently, make sure the content is excellent and ready to be reviewed before submitting. The Instructor will review/rate these submissions prior to your Midpoint Portfolio Presentation. Before Class 3, read your review/rating for each AEF and artifact.

	791.001	PORTFOLIO COMPONENT DUE **Bring to class…**	CLASS/GROUP ACTIVITIES
	Class 3:	**Bring to 3rd class:** 1. A draft of your Introductory Narrative. 2. Two copies of the I.N. Peer-Review Form. 3. Questions about the review of AEFs and artifacts. (All of this content must be on TaskStream by now. Instructor review has begun by Class 3).	1. Describe the peer-review process (refer to the forms you brought this class). 2. Facilitate peer reviews of each person's Introductory Narrative. 3. Schedule each person's Midpoint Portfolio presentation date and time (Schedule in person appointment with Attika Ishtiaq at 703-993-3670). 4. Answer questions about TaskStream review of AEFs and artifacts.

ACTION: At least two weeks prior to your Midpoint Portfolio Presentation, your Introductory Narrative must be submitted to the Instructor for review. Submit your I.N. to the course Bb drop box, and alert the Instructor via e-mail that your I.N. is ready to be reviewed. Electronic feedback will be provided to you within one week after you send the e-mail. Plan carefully so you have time to make refinements prior to your Midpoint Portfolio presentation.

	Class 4:	**Bring to 4th class:** 1. One copy of the "Evaluation of…Candidate" form. 2. One copy of the Portfolio Presentation Process.	1. Identify the location of the Online Program Critique (on course Bb site) to be completed prior to Midpoint Portfolio Presentation (also describe documentation). 2. Describe the specific parts of the "Evaluation of…Candidate" form that must be completed prior to the Midpoint Portfolio Presentation. 3. Describe the process for presentation of Midpoint Portfolios. 4. Discuss content-to-date for all components of the Midpoint Portfolio. 5. Elicit a volunteer to facilitate the "Student Ratings of Instruction" process. 6. Submit Completed Candidate Evauation Form to BB dropbox and cc aishtia1@gmu.edu by April 13.

	791.001	PORTFOLIO COMPONENT DUE Prepare/submit electronically prior to your Midpoint Portfolio Presentation date/time: TBD	CLASS/GROUP ACTIVITIES
	Class 5: TBD by Appt.	**Finalize your Introductory Narrative, submit the IN to TaskStream, and be prepared to present your Midpoint Portfolio on your scheduled presentation date/time (which may be during the 5th class session or another date/time, depending on what you signed up for during Class 3).** **Bring * to your Midpoint Portfolio Presentation:** 1. Documentation that Online Program Critique has been completed.	1. Presentation of portfolio to by scheduled appointment. 2. Receive documentation that the Program Critique has been completed (usually an e-mail sent to students as the last step). 3. Review completed "Evaluation of…Candidate" form. 4. Inform students about their Midpoint Portfolio grade at the conclusion of their presentation. **NOTE: Class 5 sessions of this course will be your 1:1 Midpoint Portfolio Presentation.** We will <u>not</u> be meeting as large groups. Note the location for Midpoint Portfolio Presentations is in the Instructor's office, Krug Hall 110A, not the course classroom. **Note that your entire Midpoint Portfolio is already located on TaskStream, so you do not need to bring anything for the presentation itself to your Midpoint Portfolio Presentation.* *Your AEFs and artifacts will be reviewed prior to your Midpoint Portfolio Presentation. Read those reviews prior to your Midpoint Portfolio Presentation.*