George Mason University (GMU) - Graduate School of Education (GSE)
Fall 2011
Syllabus for EDSE 791.672: Midpoint Portfolio
Fairfax County Cohort 24 (Tuesday nights)

Performance-Based Assessment of the Council for Exceptional Children (CEC) Standards

Instructor(s):	Dr. Jodi M. Duke
Office location	102E Finley Hall
Phone	703.993.6555
Email	Jduke4@gmu.edu
Office Hours	Mondays by appointment or before or after class

Credit Hours: 1
Course Location: Fairfax High School
Course Dates: Wednesdays, September 13th, October 25th, and *December 6th*

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 the course, students will have:

- 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.
- Completed a Midpoint Portfolio focusing on their performance in courses as related to CEC Standards.
- Provided program evaluation feedback on the GMU graduate program of study via electronic web based survey.
- Presented their Midpoint Portfolio to program faculty.

COURSE REQUIREMENTS:

o Midpoint Portfolio & related documents introductory narrative and artifacts
o Portfolio development and submission
o Active participation in providing peer feedback
o Program critique via electronic survey of GMU/GSE program.

NATURE OF COURSE DELIVERY:

Learning activities include the following: In-class and Blackboard discussions and review of the nature of teacher preparation program portfolios, online and face to face peer review and discussion and cooperative learning, application activities, and presentation of portfolios. Online support course materials are available at George Mason's Blackboard site (http://courses.gmu.edu)

RELATIONSHIP OF COURSE TO PROGRAM GOALS AND PROFESSIONAL ORGANIZATIONS:

EDSE 791 (Midpoint Portfolio) is part of the George Mason University, Graduate School of Education, and Special Education Program for teacher licensure in the Commonwealth of Virginia in Special Education. 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). This course addresses CEC/NCATE/ABA* standards by meeting end point evaluations.

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See http://academicintegrity.gmu.edu/honorcode/].

- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See http://ods.gmu.edu/].

- Students must follow the university policy for Responsible Use of Computing [See http://universitypolicy.gmu.edu/1301gen.html].

- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.

- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See http://caps.gmu.edu/].

- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See http://writingcenter.gmu.edu/].

George Mason University Email: https://mserver3.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 9.1:
1. To access Courses in 9.1 go to the myMason portal, http://myMason.gmu.edu
2. Enter your Mason Net ID into the user name field & Strong Password (Patriot Pass credentials) into the Password field
3. Click the log in button ore press Enter
4. Select the Courses Tab
5. Select this course from the 9.1 course list

> Use these directions to get into this semester's course. On this EDSE 792 Final 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.

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.

IMPORTANT NOTES:

- Regularly check blackboard announcements and GMU email for class updates. The syllabus may change according to class needs.
- 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.

ABSENCES:

> If you are already aware or anticipate that you cannot attend 100% of the three 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.

GRADING CRITERIA:

<u>Satisfactory</u> – student has successfully completed course requirements and successfully presented portfolio.

<u>No Credit</u> – student has not provided sufficient work to evaluate progress toward meeting portfolio requirements cooperative learning, application activities, and presentation of portfolios. Online support course materials are available at George Mason's Blackboard site (http://blackboard.gmu.edu).

COURSE REQUIREMENTS: [note connection to Student Outcomes]

- Develop the Midpoint Portfolio's Introductory Narrative.
    - o Bring a draft of the Introductory Narrative for feedback during class session two.
    - o Provide and receive peer feedback on drafts of documents, and make refinements accordingly.
    - o Submit required Midpoint Portfolio documents to TaskStream (www.taskstream.com) by the due date.
- Submit 7 artifacts to Taskstream.
- Complete the GMU/GSE Program Critique via electronic survey of GMU/GSE program.

	PORTFOLIO COMPONENT DUE	CLASS/GROUP ACTIVITIES
Class 1:		1. Overview content on the course syllabus. 2. Identify and describe the Council for Exceptional Children (CEC) Standards and National Council for Accreditation in Teacher Education (NCATE). 3. Discuss how the CEC Standards relate to the Mason programs and NCATE. 4. Discuss Professional Portfolios and how they are used for assessment and reflection. 5. Identify parts of the Electronic Midpoint Portfolio. 6. Discuss how to select and organize artifacts to match CEC standards. 7. Identify and describe content on the Introductory Narrative. 8. Emphasize use of TaskStream as the medium for Midpoint Portfolio, and consider ways to transform hard copy artifacts into electronic artifacts (e.g., scanned documents, PDF documents). Demonstrate TaskStream as needed.

ACTION:
1) **Begin work on Introductory Narrative. Prepare draft to bring to second class session.**
2) **Select 7 artifacts to include in portfolio and begin to upload these to Taskstream.**

	PORTFOLIO COMPONENT DUE	CLASS/GROUP ACTIVITIES
Class 2:	**Bring to class session 2:** 1. Your Introductory Narrative draft. 2. Three copies of the Peer-Review Form of Introductory Narratives (*print from Bb*). *Further directions will be sent via email and posted on Bb.	1. Describe and facilitate the peer-review process (refer to the forms you brought this class) for INs. 2. Review the TaskStream process as needed. 3. Review all Midpoint Portfolio Requirements.

CLASS #3:
By December 6th at 4:30 p.m.: Submit your Midpoint Portfolio to TaskStream. The entire portfolio should be in excellent shape before they are uploaded. Remember that these will be your final submissions and will be rated at this time.

The items that you need to upload include:
3) **A total of 7artifacts to Taskstream**
    a. Ensure that all signature artifacts from previous courses are uploaded to

TaskStream.
   b. Submit SIGNATURE artifacts to course instructors.
   c. Submit STUDENT SELECTIONS AND INTRODUCTORY NARRATIVE to Dr. Duke.
4) Introductory Narrative uploaded to TaskStream.
5) Documentation of the Online Program Critique should be E-MAILED to the instructor (i.e., an email sent to you that you bring to your Midpoint Portfolio Presentation). Your Midpoint Portfolio Presentation cannot occur until after the Online Program Critique has been completed.

ACTION: Follow directions given in class for submitting the Midpoint Portfolio content to TaskStream. Remember that once you submit your work to TaskStream, it will be rated. Consequently, make sure the content is excellent and ready to be reviewed before submitting.