


Portal IV: Competency

First – Make sure you have created your Portal IV: Competency Portfolio on your Folios tab in PASSPORT. (Help files at: http://www.selu.edu/acad_research/programs/cedsar/passport/index.html)

Complete at beginning of Student Teaching or 1st semester of Internship.

Requirements	
 Portal Survey PEC - Essential Technology Knowledge and Skills	Answer Form
 Portal Survey PEC - Preparing for Diversity	Answer Form


Submit to **University Supervisor** the Lesson Plan you use when you are evaluated for your Mid-Term Evaluation.

Unit Assessment Item	Description
 Mid-Term Final Report on Student Teach./Intern	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard.
Required Artifact Type	
File	Once complete attach here and submit to your University Supervisor.

Download and complete the Critique and reflection of your video taped lesson from (http://www.selu.edu/acad_research/programs/cedsar/passport/index.html). Then submit your critique and reflection to your **University Supervisor**.

Unit Assessment Item	Description
 Reflection and Critique of Videotaped Lesson	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard.
Required Artifact Type	
File	Once complete attach here and submit to your University Supervisor.

Download and complete the Assessment Plan from (http://www.selu.edu/acad_research/programs/cedsar/passport/index.html). Submit to your **University Supervisor**.






Unit Assessment Item	Description
 Assessment Plan: Student Teaching/Internship	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard.
Required Artifact Type	
File	Once complete attach here and submit to your University Supervisor.

The Reflective Summary, Field Experience and Professional Development are sent to your **Advisor** during the semester your portfolio is due, by the portfolio due date for that semester.

You must have a **cumulative TOTAL** of at least 25 hours of Professional Development documented in PP. Submit **ONE** PD here.

You must submit ALL of your **Teaching hours (180)** in your Field Experience section of your Artifacts bin. Submit **ONE** FX here.

Complete these surveys at the end of the semester prior to the final Student Teaching Seminar or end of 2nd semester for Internships.

Unit Assessment Item	Description	Attach Artifact
 Reflective Summary (PIV) Required Artifact Type File	Please attach your Reflective Summary artifact here and submit to your advisor or designated evaluator.	Attach Artifact
 Professional Development Activity(PIV) Required Artifact Type Professional Development	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard. **Candidates** Please upload ONE sample of a completed Professional Development Activity to be submitted to your advisor or designated evaluator.	Attach Artifact
 Field Experience(PIV) Required Artifact Type Field Experience	**Please remember to add the appropriate standard & reflection BEFORE attaching & submitting the artifact here** Your reflection should state the reason for choosing the standard and show understanding of the standard. **Candidates** Please upload ONE sample of a completed field experience to be submitted to your advisor or designated evaluator.	Attach Artifact
 Portal Survey Basic Program Follow-Up		Answer Form
 Portal Survey Reflective Practice		Answer Form

After you have Green Checks  on ALL Requirements

AND

Status: Requirement Passed.

then you should click the [Submit For Review](#) button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio. This will put your name on the list of completed Portal Folios that will be submitted at the end of the semester,

allowing you to Graduate!!!

NOTE: If there is a Status: Unmet under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.