

1. Your electronic portfolio is due at the end of the semester prior to your apprenticeship.
2. It should be a composite of all your technology competencies learned throughout your program.
3. You may prepare everything on a CD. If there are components you do not have electronically, you may put it in a hard copy.
4. An updated list of items required for each of your special education classes in the upper division is attached.
5. You must document each component for each course on the list in your portfolio.

Rating Scale: 4=Exemplary level, 3=Proficient level, 2=In progress level, 1= unsatisfactory

Course #	Course Title	Electronic Portfolio Documents and Descriptions	Completed
SPED 3001	Policies and Procedures in Special Education	<ul style="list-style-type: none"> • Using IEP development software (such as SEMS and/or Tranquility) and appropriate web documents, the students will prepare an electronic IEP based upon case study examples. 	
SPED 3003	Assessment	<ul style="list-style-type: none"> • Score and print reports using test specific software programs 	
SPED 3005	Effective Learning Environments	<ul style="list-style-type: none"> • Weekly use of electronic bulletin board 	
SPED 3006	Language Development and Communication Disorders	<ul style="list-style-type: none"> • Develop a lesson plan that includes the use of augmentative or assistive communication programs or devices for students with disabilities. 	
SPED 3110	Characteristics of Interrelated	<ul style="list-style-type: none"> • Search data bases such as ERIC on selected topics 	
SPED 4003	Classroom Management	<ul style="list-style-type: none"> • Chart and graph data collection samples 	
SPED 4004	Consultation & Collaboration	<ul style="list-style-type: none"> • Teach basic computer literacy skills to adults 	
SPED 4005	Family Literacy	<ul style="list-style-type: none"> • Teach basic computer literacy skills to adults 	
SPED 4007	Literacy Fundamentals	<ul style="list-style-type: none"> • Collect digital images of literacy related resources 	
SPED 4008	Diagnosing & Prescribing	<ul style="list-style-type: none"> • Organize literacy assessment tools into a concept map using software such as Inspiration 6 	
SPED 4120	Materials and Methods for Interrelated	<ul style="list-style-type: none"> • Create low assistive technology devices for use in lesson plans. 	
SPED 4491	Apprenticeship	<ul style="list-style-type: none"> • Digital images of classroom resources and activities • Video clips of teaching • Collection and display of portfolio contents (from SPED apprenticeship handbook) 	
EDTD 3110	Educational Technology	<ul style="list-style-type: none"> • Computer hardware identification – Powerpoint presentation • Microsoft Office Proficiency (Word, Excel, Powerpoint, and Publisher) • Electronic Portfolio • Classroom Technology Proposal • Internet research 	