



### Reflective Practicum: In School Immersion Part A& B

## Growth & Development Portfolio Guidelines

### 1. Cover Page:

Student Teacher's name, ID#, Name of Supervisor; Name of Programme; Name of Institution through which practicum is being done (e.g. The Mico University College); Date

### 2. General Introduction

- Purpose of the portfolio relative to practicum
- Professional Autobiography / Professional Personal profile
- General information related to the school of practice and supervisory support
  - Timetable
  - Schedule of special events (for school)
  - Assessment instruments
  - Personal learning contract

### 3. The Practicum Setting:

- School profile - Brief history, current status, description of the school population (students, administrative structure), physical environment, culture and climate, resource availability, curriculum, rules, assessment practices etc.
- Class profile (s): Number of students, Average age, Ratio of boys to girls, Class climate, attendance patterns, interests, entry competencies, learning styles, aptitude, degree of directedness, social interactions, special needs students etc.

### 4. Evidence of Processes

Artefacts related to:

- Planning /Preparation (individual and in scheduled seminars/consultation)
- Instruction/Facilitation
- Assessment of students' learning
- Classroom management
- Problem-solving & research
- Supervision (supervisory comments and collaboration logs)

### 5. Reflective Journaling

- Weekly / bi-weekly reflective entries of personal progress, understanding of the teaching/learning demands, the impact of theory on practice as well as evidence of research.

### 6. General Reflective Conclusion



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- Reflection on professional development based on practicum experience

### ASSESSMENT CRITERIA

*Maintain a portfolio to preserve evidence of your growth and development through the practicum period. Your portfolio will be assessed incrementally in the following areas*

- 1. Authenticity and credibility of categories of artefacts (as indicated by portfolio guidelines and practicum framework)**
  - a. All relevant artefacts included
  - b. Satisfies established principles/standards for practice
  - c. Evidence of student-teacher ownership/approval of stakeholders
  - d. Validity/accuracy of information
- 2. Technical and professional quality of portfolio**
  - a. Portfolio is reflective in nature
  - b. Proper use of language
  - c. Organization – information logically sequenced, appropriate format/layout
  - d. Adherence to ethical principles
- 3. Reflectivity in respect to change /development**
  - a. As evidenced in journaling artefacts and reflective conclusion
- 4. Dimensions of teaching addressed**
  - a. See processes outlined in guidelines
- 5. Evidence of problem-solving / research**
- 6. Integration of theories/principles based on professional & specialized courses in relation to**
  - a. Professional needs
  - b. Classroom practice
  - c. Treatment of emerging needs etc.



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### Assessment Schedule

#### First Assessment of Portfolio - 20% (5 marks)

**Creation of E-Portfolio:** The portfolio has been created and is up to date with the required artefacts as evidence of the processes up to the point of assessment.

Area	Description	Value	Your Score
Establishment of E-Portfolio	E-Portfolio has been created with cover page	.5 mark	
General Introduction	See details on Page 1	1 mark	
The Practicum Setting	See details on Page 1	1 mark	
Evidence of Process	See details on Page 1	1.5 marks	
Reflective Journaling	See details on Page 1	1 mark	
<b>Total</b>		<b>5 marks</b>	

#### Second Assessment of Portfolio - 20% (5 marks)

**Response to feedback:** Revisions have been completed where required, suggested adjustments have been incorporated as evidence of growth and development and, additional artefacts have been added with ALL aspects of practicum appropriately represented.

Area	Description	Value	Your Score
General Introduction	See details on Page 1	1 mark	
The Practicum Setting	See details on Page 1	1 mark	
Evidence of Process	See details on Page 1	2 marks	
Reflective Journaling	See details on Page 1	1 mark	
<b>Total</b>		<b>5 marks</b>	



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**Final Assessment of Portfolio - 60% (15 marks)**

**Competency:** Revisions have been completed, the artefacts are up-to-date and relevant as indicated in the descriptions on page 1

Area	Description	Value	Your Score
General Introduction	See details on Page 1	<b>1 mark</b>	
The Practicum Setting	See details on Page 1	<b>1 mark</b>	
Evidence of Process	See details on Page 1	<b>10 marks</b>	
Reflective Journaling	See details on Page 1	<b>2 marks</b>	
Reflective Conclusion	See details on Page 1	<b>1 mark</b>	
<b>Total</b>		<b>15 marks</b>	

**NOTE WELL: Your E-Portfolio will be graded INCREMENTALLY. Documents must be made available for grading in the specified period. A late penalty will be applied to documents that are submitted within 10 days AFTER the grading period as stipulated in the**



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### **Growth & Development Portfolio Guidelines**

**Undergraduate Student Handbook. Documents submitted after 10 days will be awarded a zero. There will be no retroactive grading for the missed assessment episode.**