KSU School of Education Undergraduate Portfolio

by Kentucky State Administrator

Personal Information

Instructions
In the Personal Information section below, click the "Edit" button to the right.
Insert a picture of yourself and fill-in the required information.

Personal Information

NAME:
STUDENT ID #:
MAJOR:
MINOR (If Applicable):

TEP APPLICATION DATE:
STUDENT TEACHING APPLICATION DATE:

Phase I - Admission to Teacher Education Program (TEP)

TEP Application and Checklist

APPLICATION DATELINES:  Fall Due Date: October 15th  Spring Due Date: March 15th

Downloadable/ printable checklist and application at the bottom of this page. Complete the application and re-attach to your portfolio.

Kentucky State University School of Education Application to Teacher Education Program (TEP)

Criteria 1. Have obtained a minimum of 45 semester credit hours;

Criteria 2. File a completed electronic application for admission to the Teacher Education Program on the official form provided by the SOE.

Criteria 3. Submit a copy of the official score report of meeting statewide minimum Praxis I test (math, reading, writing).

Criteria 4. Have a cumulative grade point average of 2.75 on a 4.0 scale; or a grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed at a regional accredited institution.

Criteria 5. Demonstrate competency in written communication through an impromptu written response. The sample will be evaluated for writing skills, content, organization, and style.

Criteria 6. Demonstrate competency in verbal communication during an individual oral interview.

Criteria 7. Have obtained a grade of C or better in the following courses.
A. ENG 101 (English Composition I) and ENG 102 (English Composition II);
B. EDU 202 (Foundations of Teaching and Education);
C. EDU 203 (Microcomputers and Media in the Classroom);
D. For IECE majors: CDF 203 (Child Development I) and CDF 204 (Child Development II);
E. For Music Education majors: MUE 203 (Microcomputers and Media in the Music Classroom).

**Criteria 8.** Obtain three letters of recommendation:

A. One from the major advisor; and
B. Two from a KSU instructor with whom the applicant has completed a course.

**Criteria 9.** Present a portfolio (generated in the beginning education courses) for admission to the Teacher Education Program (Phase I.)

**Criteria 10.** Complete the online etiquette training.

**Attachments** [TEP_Checklist_2013.doc, TEP_Application_undergrad_2013.doc]

**Autobiographical Sketch Instructions for TEP**

In the Autobiographical Sketch for TEP section below, click the "Edit" button to the right.

Type or attach your Autobiographical Sketch (two page maximum).

The autobiography should reveal an alert, resourceful person of sound and stable character who exemplifies the following traits:

1. **a strong desire to learn,**
2. **a strong desire to become an effective teacher,**
3. **a genuine interest in people, especially young people,**
4. **the ability to work well with others,** and
5. **a willingness to go beyond average expectations in hours devoted to study and involvement in school and community activities**

**Autobiographical Sketch for TEP**

**Letter to the Reader Instructions for TEP**

In the Letter to the Reader for TEP section below, click the "Edit" button to the right.

Type or attach your letter to the reader.

The one-page letter should provide the following:

1. **an introduction of yourself**
2. **an explanation of why you are qualified to student teach now**
3. **a brief overview of the portfolio.**

**Letter to the Reader for TEP**

**Analysis of Conceptual Framework Instructions for TEP**
KENTUCKY STATE UNIVERSITY

SCHOOL OF EDUCATION

CONCEPTUAL FRAMEWORK

The Conceptual Framework of the Teacher Education Unit articulates the vision and foundation that drives teacher preparation at Kentucky State University. The theme of the Conceptual Framework is Teachers as Liberators Through Education. Within the Teacher Education Unit, education is conceived as liberating. Liberation occurs through education if, as a result of learning, knowledge replaces ignorance, critical consciousness takes over from lack of awareness, and self efficacy displaces diffidence and despair.

The Conceptual Framework has four cardinal components:

- Knowledge
- Skills
- Dispositions
- Diversity

For teachers to be effective in utilizing education as a liberating process, they must be generally and professionally knowledgeable and skilled facilitators of learning, and they must possess appropriate dispositions, and the capability to work with diverse learners.

Knowledge Component

The knowledge component of our programs is provided mainly through four areas:

- Liberal studies,
- Content studies,
- Foundations of education,
- Pedagogical content knowledge.

Teaching Skills Component

We believe that there is no single best way to teach. We strive to equip our candidates with a repertoire of varied teaching skills. The various programs within the Teacher Education Unit provide opportunities for our candidates to develop and demonstrate different teaching skills. The programs particularly stress the need for teachers to develop differentiated instruction.

Dispositions Component

Programs in the Teacher Education Unit are committed to fostering in our candidates the dispositions that will help to equip them to function effectively as liberators through education. In collaboration with our P-12 administrators and teachers, we identified the following program dispositions:

- Commitment to the pursuit of knowledge;
- Commitment to diversity as a cardinal principle of equitable education;
- Demonstrate respect and enthusiasm for both the practice and profession of education;
- Respect the accepted legal and ethical norms and values of education;
- Collaborate with colleagues, parents, and students;
- Know and utilize effective assessment strategies;
- Exercise professionally valued personal management behaviors;
- Practice reflective thinking for continuous professional and personal improvement;
- Demonstrate effective communication skills.
Diversity Component

We are deeply aware that diversity is a fact of life in schools and classrooms. The programs within the Teacher Education Unit provide a variety of experiences aimed at preparing our candidates to be effective in responding to student diversity.

Instructions

In the Analysis of the Conceptual Framework for TEP section below, click the "Edit" button to the right.

Type or attach your original explanation and analysis of the School of Education's Conceptual Framework outlined in section above.

Analysis of Conceptual Framework for TEP

Philosophy of Education Instructions for TEP

In the Philosophy of Education for TEP section below, click the "Edit" button to the right.

Type or attach your philosophy of education.

Take time to think about how students learn and how teachers teach. What is most important? What is the theoretical and/or research base for your philosophy? How does your philosophy reflect best practices in education? Your philosophy should show who you are and how you will teach. You may base it on early philosophies you wrote in your beginning education courses but it also should show your growth in thinking since then. This document should be at least one full page in length, single spaced (or two pages double spaced), with 11 - 12 font and one-inch margins.

Philosophy of Education for TEP

Etiquette Workshop Certificate Instructions

Complete the 0011 Business Etiquette - Gaining That Extra Edge workshop at http://education.kysu.edu/ProfessionalDevelopment/CourseCatalog/tabid/108/Default.aspx. The workshop is considered complete when you have read the student manual and completed all nine assignments (pre-assessment, seven assignments in the student manual, and the post assessment).

In the following Etiquette Workshop Certificate section, click the "Edit" button to the right.

Attach your Etiquette Workshop Certificate.

Attachments

- ETIQUETTE_TRAINING_INFORMATION.pdf

Etiquette Workshop Certificate

EDU203 Documents Instructions

In the EDU203 Documents section below, click the "Edit" button to the right.

Attach the following documents from EDU203.

Brochure

This document demonstrates your ability to create a brochure.

Concept Mapping

This document demonstrates your ability to organize your thoughts and communicate them in a
graphical format using concept-mapping.

**Grade Book**
This document demonstrates your ability to create and use formulas and graphs in an Excel workbook.

**Flyer**
This document demonstrates your ability to create a flyer.

**Midterm Presentation Video**
This document demonstrates your ability to create and present a PowerPoint presentation.

**Basic Lesson Plan**
This document demonstrates your ability to create a lesson plan in Word.

**Mail Merge**
These documents demonstrate your ability to create a mail merge document in Word.

**EDU203 Documents**

**Phase I Rubric**
Click the following link to view the rubric that will be used to assess Phase I of your portfolio.

**Attachments**
Phase_I_Rubric___Admission_to_Teacher_Education_Program__TEP_.pdf

**Phase II - Admission to Student Teaching**

**Checklist for Student Teaching**

**APPLICATION DATES:**
Fall Due Date: October 15th
Spring Due Date: March 15th

Downloadable/ printable checklist at the bottom of this page

---

**Kentucky State University School of Education Application**
**to Undergraduate Supervised Teaching**

KSU Students who seek a degree in a teaching field and/or teaching certification must submit a complete application for admission to Student Teaching during the semester prior to the semester in which they wish to complete student teaching. Applications include a portfolio and other required forms. Applications are reviewed by the Coordinator of Student Teaching who submits applicant data to the Teacher Education Committee (TEC). All decisions regarding admission are made by the TEC. Any student who seeks an exception to any policy concerning Student Teaching must make a formal, written request to the Coordinator of Student Teaching who will pass the request on to the TEC for action. Students will be informed of results in writing within 72 hours of the TEC decision.
Instructions

Apply for admission to Student Teaching by the above posted deadline of semester prior to the semester in which you want to student teach. The deadline for applications for fall semester is in the spring and the deadline for applications for the spring semester is in the fall. Completing a student teaching application, at KSU or any university, is a multi-step process that requires significant effort and advance planning so start your process early.

Applications to KSU Student Teaching have two components: (1) an application packet of required forms and (2) a portfolio that includes evidence of your knowledge and skills along the ten Kentucky Teacher Standards. Your application will be part of your records for School of Education so keep it organized and simple. Your portfolio provides evidence of your knowledge and skills in your area of education and it is composed of assignments you have completed in your courses.

Admission to Student Teaching

Applicants for admission to Student Teaching must meet the following criteria:

**Criterion 1.** Have been admitted to the TEP prior to being approved for Student Teaching and be in good academic standing.

**Criterion 2.** Have a cumulative grade-point average of 2.75 or above (on a 4.0 scale) at the time of application on coursework completed at a regional accredited institution, or have attained such by the end of the semester immediately prior to the scheduled entrance into Student Teaching.

**Criterion 3.** Have completed all coursework within the Generalist Content Concentration or Specialty Area and have a cumulative grade point of 2.75 or above (on a 4.0 scale) in all coursework (with all grades - C or above) at the end of the semester prior to the scheduled entrance into Student Teaching.

**Criterion 4.** Have completed all required professional Education courses, including the field experience requirements, with a minimum grade-point average of 2.75 (with all grades — C or better) or have satisfied this requirement by the end of the semester immediately prior to the scheduled entrance into Student Teaching.

**Criterion 5.** Have completed all coursework requirements in any additional certification area with a minimum grade-point average of 2.75 on a 4.0 scale from an regional accredited institution (with all grades — C or above) if Student Teaching is to be completed in that certification area.

**Criterion 6.** Have successfully completed (or will have completed) all coursework and all graduation requirements except student teaching. (Transcripts or letters of verification for transfer courses must be submitted prior to student teaching.)

**Criterion 7.** KSU students must obtain a passing score on the PRAXIS II Subject Assessment/ Specialty Area test(s) and Principles of Learning and Teaching (PLT) test prior to student teaching. Students who do not meet these requirements will not be permitted to student teach. Complete copies of all PRAXIS II content area tests score reports must be submitted to the Chair of the School of Education (or designee).

**Criterion 8.** Submit the culminating e-portfolio for Admission to Student Teaching (Phase II.)

**Criterion 9.** Obtain two letters of recommendation for Student Teaching:

A. One from a faculty member of the student’s major (certification) area and
B. One from a faculty member of the Area of Teacher Education.

**Criterion 10.** Submit a report of a physical examination, including a tuberculin test performed within the last six months, prior to beginning student teaching.

**Criterion 11.** Have completed a criminal records background check dated no more than one month prior to admission to Student Teaching (KRS 160.380).
**Criterion 12.** All students must provide evidence of liability insurance by joining the Student National Education Associate (SNA). If you are employed by a school system, you just need to provide evidence of liability insurance.

**Criterion 13.** Effective September 1, 2013, the applicant must demonstrate completion of a minimum of 200 qualified contact hours (see Clinical and Field Handbook) of early field experience through designated courses.

**Attachments**  
Admission_to_Student_Teaching_Checklist_2013.docx

**Application Packet Instructions for Student Teaching**

In the Application Packet for Student Teaching section below, click the "Edit" button to the right.

The following items are required for your Student Teaching Application Packet:

**Student Teaching Applicant Data and Agreements**  
(attached at the bottom of this section, complete and re-attach to your portfolio)  
Complete the attached, interactive form, sign, and scan back into this portfolio.

**Curriculum Guide Sheet**
Attach a copy of your Curriculum Guide Sheet. There is no need to rewrite it; all the comments you and your academic advisor have written on it, over the years, are fine. This document will verify all the courses you have completed and currently are taking, as well as your transferred courses, substitutions, and GPA of at least 2.75. Blank guide sheets accessible at http://education.kysu.edu/Resources/DownloadableDocuments/tabid/99/Default.aspx.

**Admission to the Teacher Education Program (TEP)**
Attach a copy of your TEP admission letter.

**Application for Degree**
KSU students who plan to graduate in May or December should have completed an Application for Degree with their academic advisor and submitted to the School of Education by Application for Degree deadline. Attach a copy of the completed form, signed by you and your advisor, in your application packet. Blank Application for Degree accessible at http://education.kysu.edu/LinkClick.aspx?fileticket=gLn4kxupJCo%3d&tabid=174&mid=907.

**Praxis II content and PLT score reports**
KSU students who plan to student teach in spring or fall must pass the appropriate Praxis II and PLT exams prior to beginning supervised teaching. Attach a copy of the front and back of your score reports so that the faculty can make appropriate curricular modifications based on student performances.

**Resume**
Include at least your name, addresses (current and permanent), contact information (e.g., telephone number, e-mail address, fax number), career objective, education history, education-related employment history, and other employment history. You also may include professional affiliations, special skills, and awards/recognition, if you wish.

**Recommendations to Student Teach**
Arrange for the submission of two recommendation forms from two faculty members. One letter must be from a faculty member in your content area (e.g., HPER, elementary education) and the other letter must be from a faculty member in the School of Education. These recommendations must be sealed and the envelopes signed by the faculty members.

**Student Teacher Medical Exam**  
(attached at the bottom of this section)  
We need to verify that you are healthy enough to complete Supervised Teaching. Also, a current medical examination with a TB test is mandated for all Kentucky student teachers, by 16 KAR 5:040.
Section 3 (1). This exam must be within six months of the day you begin student teaching.

**We have scheduled a block of time (several hours on one specific day) for applicants to get medical exams through the Health Department at the Betty White Clinic, here on campus.**

**Contact the Coordinator of Supervised Teaching for that time frame.** The charge for the exam will be based on your income. If you cannot get your exam on campus during the allotted time frame, then you are responsible for scheduling your own exam, either through your own health care provider or through the Health Department. The Franklin County Health Department sees KSU students at the Betty White Clinic 10:00-4:30 each Tuesday. You may not walk in for a medical exam so call 502-564-7647 to schedule an appointment. Do not put this off! It is typical for medical offices to schedule exams weeks and even months in advance so, if you call and want an exam within the same week, you are not likely to be successful.

You need to fill out the top of the Student Teacher Medical Exam before you go to your exam appointment and then ask the health care provider to complete the bottom part of the form, during your exam. Remember to take the form with you; some providers charge an extra fee to fill out a medical form later. You are responsible for any and all fees charged for your medical exam.

**Criminal history check**
KRS 160.151 and KRS 160.380 mandate that districts obtain criminal background checks on all student teachers. The simple Youth Leader Requests that are used for course field work are not adequate for student teaching. Counties vary with how they conduct criminal history checks so details will be provided to you, as needed. Note that the process is not free and that you are responsible for the associated costs. At this time, the fee for the state police and FBI criminal background check is approximately $40.

**Liability insurance**
To protect you, your Cooperating Teacher, the school, the district, and KSU, you must submit proof that you have professional liability insurance. This is not covered by auto or homeowners insurance. Professional liability insurance ($1,000,000) is easily and economically obtained through your student membership in Kentucky Education Association (KEA). A copy of your KEA membership card will meet this requirement, with the understanding that your membership must continue for the duration of student teaching.

**Attachments**
- Student_Teacher_Medical_Exam.pdf
- Student_Teacher_Applicant_Data_and_Agreements.pdf

**Application Packet for Student Teaching**

**Letter to the Reader Instructions for Student Teaching**

In the Letter to the Reader for Student Teaching section below, click the "Edit" button to the right.

Type or attach your letter to the reader.

This one-page letter should provide the following:

- an introduction of yourself
- an explanation of why you are qualified to student teach now
- a brief overview of the portfolio

**Letter to the Reader for Student Teaching**

**Analysis of Conceptual Framework Instructions for Student Teaching**

In the Analysis of Conceptual Framework for Student Teaching section below, click the "Edit" button to the right.

Type or attach your Analysis of the Conceptual Framework.
Your original explanation and analysis of the School of Education’s Conceptual Framework.

Analysis of Conceptual Framework for Student Teaching

Philosophy of Education Instructions for Student Teaching

In the Philosophy of Education for Student Teaching section below, click the "Edit" button to the right.

Type or attach your philosophy of education.

Take time to think about how students learn and how teachers teach. What is most important? What is the theoretical and/or research base for your philosophy? How does your philosophy reflect best practices in education? Your philosophy should show who you are and how you will teach. You may base it on early philosophies you wrote in your beginning education courses but it also should show your growth in thinking since then. This document should be at least one full page in length, single spaced (or two pages double spaced), with 11-12 font and one-inch margins.

Philosophy of Education for Student Teaching

Kentucky Teacher Standards Instructions for Student Teaching

In the Kentucky Teacher Standard sections below, click the "Edit" button to the right of each section.

Attach your artifacts for each of the ten (10) Kentucky Teacher Standards in the appropriate section.

Evaluation of student teachers at KSU is based upon your demonstration of competency along each of the ten Kentucky Teacher Standards. Organize this section of your electronic portfolio into ten subsections, one for each Standard. Introduce each subsection with the Standard and all its indicators and then provide one (1) to two (2) artifacts that demonstrate your knowledge and skills for each Standard. There should be no need for you to create new documents for Standard 1 through Standard 9; evidence of your knowledge and skills along these standards should be available in the course assignments you have completed and saved, as part of your ongoing electronic portfolio. If you have not completed an assignment that addresses Standard 10 (Leadership), provide evidence that you have recognized a problem and initiated a solution in a setting of your choice.

http://www.kyepsb.net/documents/EduPrep/Kentuckyteacherstandards.doc

Kentucky Teacher Standard 1

STANDARD 1: THE TEACHER DEMONSTRATES APPLIED CONTENT KNOWLEDGE

The teacher demonstrates a current and sufficient academic knowledge of certified content areas to develop student knowledge and performance in those areas.

Kentucky Teacher Standard 2

STANDARD 2: THE TEACHER DESIGNS AND PLANS INSTRUCTION

The teacher designs/plans instruction that develops student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.
Kentucky Teacher Standard 3

STANDARD 3: THE TEACHER CREATES AND MAINTAINS LEARNING CLIMATE

The teacher creates a learning climate that supports the development of student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.

Kentucky Teacher Standard 4

STANDARD 4: THE TEACHER IMPLEMENTS AND MANAGES INSTRUCTION

The teacher introduces/implements/manages instruction that develops student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.

Kentucky Teacher Standard 5

STANDARD 5: THE TEACHER ASSESSES AND COMMUNICATES LEARNING RESULTS

The teacher assesses learning and communicates results to students and others with respect to student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.

Kentucky Teacher Standard 6

STANDARD 6: THE TEACHER DEMONSTRATES THE IMPLEMENTATION OF TECHNOLOGY

The teacher uses technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleagues, parents, and the community; and conduct research.

Kentucky Teacher Standard 7

STANDARD 7: REFLECTS ON AND EVALUATES TEACHING AND LEARNING

The teacher reflects on and evaluates specific teaching/learning situations and/or programs.

Kentucky Teacher Standard 8

STANDARD 8: COLLABORATES WITH COLLEAGUES/PARENTS/OTHERS

The teacher collaborates with colleagues, parents, and other agencies to design, implement, and support learning programs that develop student abilities to use communication skills, apply core concepts, become self-sufficient individuals, become responsible team members, think and solve problems, and integrate knowledge.

Kentucky Teacher Standard 9

STANDARD 9: EVALUATES TEACHING AND IMPLEMENTS PROFESSIONAL DEVELOPMENT

The teacher evaluates his/her overall performance with respect to modeling and teaching Kentucky’s learning goals, refines the skills and processes necessary, and implements a professional development plan.

Kentucky Teacher Standard 10

STANDARD 10: PROVIDES LEADERSHIP WITHIN SCHOOL/COMMUNITY/PROFESSION

The teacher provides professional leadership within the school, community, and education profession.
to improve student learning and well-being.

**Phase II Rubric**
Click the following link to view the rubric that will be used to assess Phase II of your portfolio.

**Attachments** 附件 Phase II Rubric ___ Admission to Student Teaching ___ Practicum.pdf

**Phase III - Completion of Program**

**Completion Checklist**
Program completion instructions:

**Kentucky State University School of Education Completion of Program**

**Criterion 1.** Completed Portfolio at all phases including student teaching section

**Criterion 2.** Complete the TC1 – applying for certification
Click here to access the form on ESPD's website

**Criterion 3.** Portfolio Scores from three evaluators with summary score of 3 or higher

**Criterion 4.** Click here to complete the Program Exit Evaluation

**Phase III Rubric**
Click the following link to view the rubric that will be used to assess Phase III of your portfolio.

**Attachments** 附件 Phase III Rubric ___ Program Completion.pdf

**Resources**

**KENTUCKY TEACHER STANDARDS:**
http://www.kyepsb.net/documents/EduPrep/Kentuckyteacherstandards.doc

**COMMON CORE STANDARDS:**
http://kycorestandards.org/

**INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION:**