

Portfolio Submission Procedures

Spring and Summer 2006

Student Responsibility

Enrolled in Teaching & Learning Principles Programs

Elementary - Secondary/Post Secondary Education and K-12 Education

1. Students completing *hardcopy portfolios* will submit the Portfolio in Progress (PIP) sheet to **Ms. Amparo Contreas**, the receptionist in suite ED 206 (Orlando Campus, Education Complex). **PIP sheets can also be faxed to 407-823-5144 or 407-823-3859.** Data will be submitted to the Office of Student Affairs for entry on students' SASS audits.
2. Students submitting *LiveText-based electronic portfolios* will share their portfolio **for review** with LiveText user ID "**ucfedportfolio**" and with their advisor. To share with ucfedportfolio, when looking up the user, students should select "username" and "My Institution(s), then enter "ucfedportfolio" in the search text box. **Technical Assistance contact – Tech Services – 407-823-6047 .**
3. Students will submit their internship final reflection directly to their University Coordinator. This assignment does not need to be included in the portfolio.
4. The spring deadline for portfolio submission is April 1, 2006. Summer term deadline will be announced at a later date.
5. To meet graduation requirements, the portfolio must be verified as meeting "**Proficient**" or "**Exemplary**" criteria according to the following rubric:

Exemplary	Proficient	Unacceptable
Portfolio includes an autobiography, resume, multiple artifacts for each of the 12 Florida Educator Accomplished Practices, and at least one reflection associated with one or more of the artifacts for each of the 12 Florida Educator Accomplished Practices.	Portfolio includes an autobiography, resume, and at least one acceptable artifact and reflection for each of the 12 Florida Educator Accomplished Practices (a separate reflection is not required if the artifact for an FEAP is itself reflective in nature).	One or more of the required elements is missing or does not meet minimum requirements.

****Early Childhood and Exceptional Education students should contact their program for portfolio instructions.***