




Department of Special Education
Special Education Certification Preparing for Internship Portfolio Submission Guidelines

Candidates are responsible for assembling and submitting a complete acceptable Preparing for Internship Portfolio (PFI).

We are transitioning to an online portfolio system using . Thus, some artifacts have been assessed online while others are in hard copy form only. We ask that you submit hard copies of all rubrics including those submitted on Chalk & Wire at this time. Use the following link to acquire the directions and the portfolio forms needed for submission.

<http://www.ric.edu/specialeducation/Pages/Portfolios.aspx>

Portfolios are to be submitted to the Department Secretary, Mrs. Jeanne Morris **by 2:00 p.m.** in Horace Mann 049. **Due: Last day of Classes in Spring and Fall Semesters**

When organizing your portfolio please include the following:

- **personal contact information** as the front page of your Portfolio. Personal contact information should include **your name, address, phone number(s) and RIC email address only.**
(This information will be used to contact students immediately if problems occur during the review process.)
- your name on the spine of the binder.
- print a **current transcript** that documents a GPA of 3.0 or better
- **Special Education Field Work Form**
- A **copy** of your **Special Education ETS/PRAXIS Examinee Score Report(s)** (pages 1-3) on Rhode Island Department of Education (RIDE) applicable Praxis Tests
(Mild/Moderate 5543 –passing score 164)
- **DO NOT** use plastic page sleeves.

The portfolio should be organized into sections, one section for each primary **course artifact** and **graded rubric** from your **chosen concentration***

- **SPED 501: Educational Evaluation and IEP**
- **SPED 503: Classroom/Individual Student Management Project**
- **SPED 505: Oral Language Artifact**

***Elementary Mild/Moderate**

***Middle/Secondary Mild/Moderate**

SPED 518: Word Recognition/Decoding Report

SPED 424: (TCMWS)Teacher Candidate Mini Work Sample and Teacher Candidate Performance & Observation Report

SPED 458: Math/Science Interview
 and 2 RI-ICEE's
 (course professor and practicum teacher)

SPED 427: Observation/Curriculum Participation Report

A Rhode Island Innovation Consortium Educator Evaluation IRI-ICEE) is completed by the practicum teacher and the course professor. This protocol is used for observations of the teacher candidate in the school setting. (Fall 2017)

Portfolios are due the last day of classes prior to a placement. Internship placements will be cancelled without a successful completed Preparing for Internship Portfolio submitted. Portfolios can be picked up one month after submission. They will be in the department for one semester then destroyed.