

e-Folio Requirements and Guidelines

Bachelor of Science in Education in Middle Grades Education

(NOTE: It is the teacher candidate's responsibility to stay current on due dates, forms, and/or program changes found on the departmental web pages.)

e-Folio REQUIREMENTS

MGSE Bachelor of Science in Education Teacher Candidates are required to successfully create and submit an **e-Folio** in Armstrong Atlantic State University's College of Education LiveText. <http://www.education.armstrong.edu/livetext/>

Follow the directions for creating a document for the Ug/G Portfolio (**e-Folio**). Teacher candidates are required to show academic progression through the documentation of course work completion with the use of **critical assignments**. The expectation is that students continuously upload critical assignments in LiveText as designated in course syllabi instructions.

Each student will be assigned an academic advisor. The academic advisor will guide you through this process. Teacher candidates will be required to take **EDUC 3100 Technology Application for Teachers** as part of admission to candidacy into the Department of MGSE. This course provides LiveText instruction for submitting critical assignments in the **e-Folio**. The teacher candidate must save all ****designated course** critical assignments electronically submitted in LiveText.

Teacher candidates will have an exit assessment of the e-portfolio in LiveText by the University Clinical Supervisor as the culminating evaluation for the course **MGSE 4750 Internship II - Student Teaching** (<http://es.armstrong.edu/catalog/>) and as documentation for graduation. The **e-Folio** is evidence in support of the **COE Performance Outcome Assessment (POA): Midterm** and **Final** and the **Internship Visitation Reports**. These documents will be part of the teacher candidate's file in the COE Office of Admissions and Certification.

At the completion of the teacher candidate's program of study, the **e-Folio** will be presented as a required document for the **Application for Undergraduate Graduation, AASU Office of the Registrar** (www.es.armstrong.edu)

****DESIGNATED E-FOLIO COURSES (AS OF JULY 14, 2009):**

- EDUC 2110 *INVESTIGATING CRITICAL AND CONTEMPORARY ISSUES IN EDUCATION*
- EDUC 2120 *EXPLORING SOCIO-CULTURAL PERSPECTIVES ON DIVERSITY IN EDUCATION CONTEXTS*
- EDUC 2130 *EXPLORING LEARNING AND TEACHING*
- EDUC-3100 *TECHNOLOGY APPLICATIONS FOR TEACHERS*
- EDUC 3200 *CURRICULUM, INSTRUCTION, AND ASSESSMENT*
- EDUC 3300 *EDUCATING STUDENTS WITH DISABILITIES IN THE GENERAL EDUCATION CLASSROOM*
- EDUC 3400 *CLASSROOM MANAGEMENT STRATEGIES*
- MGSE 3000 *INTRODUCTION TO MIDDLE LEVEL TEACHING*
- MGSE 3110 *NATURE AND NEEDS OF THE DEVELOPING ADOLESCENT*
- MGSE 3300 *ADOLESCENT LITERATURE*
- MGSE 3750 *INTERNSHIP I* (Subject to additional University Supervisor requirements.)
- MGSE 4200 *READING AND WRITING ACROSS THE CURRICULUM*

CONTENT SPECIFIC

- ✚ MGSE 5300U *CONTENT METHODS LANGUAGE ARTS* or
- ✚ MGSE 5400U *CONTENT METHODS SOCIAL STUDIES* or
- ✚ MGSE 5500U *CONTENT METHODS SCIENCE* or
- ✚ MGSE 5600U *CONTENT METHODS MIDDLE GRADES MATHEMATICS*
(Students will work with advisors on the content specific courses per the individual program of study.)
- MGSE 4750 (Subject to additional University Supervisor requirements.)

**Subject to change pending department program of study requirements.

E-FOLIO GUIDELINES

e-Folio DECISION POINT #1

*Program Requirements:

1. EDUC 2110 Investigating Critical and Contemporary Issues in Education
2. EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Education Contexts
3. EDUC 2130 Exploring Learning and Teaching
4. EDUC 3100 Technology Applications for Teachers (LiveText instruction)

*Subject to advisement recommendations and catalog requirements.

Begin to collect and upload critical assignments into the **e-Folio** as attachments in LiveText.

Load evidence into your **e-Folio** during and after the LiveText instruction in ***EDUC 3100 Technology Applications for Teachers***.

e-Folio DECISION POINT #2

1. Complete the MGSE Process for Admission to ***MGSE 4750 Internship II – Student Teaching***.
2. Continue to upload critical assignments into e-Folio as attachments in LiveText.

e-Folio DECISION POINT #3

1. Successful completion of and assessment in LiveText of the ***MGSE 4750 Internship II - Student Teaching e-Folio assessment evaluation from the university clinical supervisor***.
2. ***Scanned copies of the MGSE 4750 Internship II - Student Teaching Performance Outcome Assessment:***
 - a. Mid Term –University Clinical Supervisor and Cooperating Teacher
 - b. Final - University Clinical Supervisor and Cooperating Teacher
 - c. Final departmental exit requirement:
 - i. e-Folio assessment in LiveText.
 - ii. Meet with your academic advisor.
 - iii. ***Complete all EXIT documentation on the Application for Undergraduate Graduation, AASU Office of the Registrar***
(www.es.armstrong.edu)

e-Folio Decision Point #4 – COE Post-Program Completion Follow-up:

The graduate will follow all LiveText directions regarding any post graduation follow up requests.

e-Folio FORMS

<http://www.education.armstrong.edu/mgse/mgseFormsInfo.htm>

e-Folio REFERENCES AND RESOURCES

Reference page: (web site links)

<http://www.education.armstrong.edu/mgse/mgseAdvisors.htm>

Specialized Professional Associations (SPAs)

<http://www.ncate.org/programreview/SASBTaskForceProgramStandardsIntro.asp>

National Middle School Association (NMSA) <http://www.nmsa.org/>

Performance Outcomes Assessment (POA) at

<http://www.education.armstrong.edu/fecpp/forms.htm>

Armstrong Atlantic State University, College of Education Conceptual Framework (CF)

<http://www.education.armstrong.edu/cf/>

Armstrong Atlantic State University Undergraduate Catalog, 2009-2010 (Catalog)

<http://es.armstrong.edu/catalog/>

Bachelor of Science in Education in Middle Grades Education Program of Study (POS)
[04/03/2009]

National Council for Accreditation of Teacher Education (NCATE) <http://www.ncate.org/>

Georgia Professional Standards Commission (GaPSC) <http://www.gapsc.com/>

REMINDER:

1. Each teacher candidate will follow the POS generated and signed by the academic advisor and the student for other requirements and guidelines related to your course of study.
2. Students in field, clinical, or internship experiences and any course working with adolescents must follow the LEA guidelines and/or the COE guidelines regarding protection of student privacy laws.