

E-FOLIO REQUIREMENTS AND GUIDELINES

MASTER OF ARTS IN TEACHING IN MIDDLE GRADES EDUCATION with initial certification

and

POST-BACCALAUREATE TEACHER CERTIFICATION (NON-DEGREE) with initial certification

e-Folio Decision Point #1 - Admission to Candidacy:

1. The student initiates the e-portfolio in LiveText in EDUC 6100 Technology Applications for Teachers <http://www.education.armstrong.edu/livetext> .
2. The student submits critical assignments in LiveText continuously for the Program of Study. See <http://www.education.armstrong.edu/livetext/> and <http://www.education.armstrong.edu/mgse/>

e-Folio Decision Point #2 - Admission to Graduate Internship:

1. The student continues to submit critical assignments in the e-Folio in LiveText.
2. The student completes the e-Folio for submission at the end of Graduate Internship.
3. Complete the process for Admission to **MGSE 6750 Graduate Internship**.
4. Continue to upload critical assignments into e-Folio as attachments in LiveText.

e-Folio Decision Point #3 - Program Completion:

1. The continuous e-Folio is completed in LiveText. (Due upon completion of Graduate Internship to the university clinical supervisor.
2. The completed e-portfolio assessment Satisfactory/Unsatisfactory is recorded by the university clinical supervisor on the student's **School of Graduate Studies-application for Candidacy and Graduation- AASU Office of Graduate Enrollment** (<http://www.gs.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 request.

3. Successful completion of an assessment in LiveText of the **MGSE 6750 Graduate Internship and e-Folio assessment evaluation by the University Clinical Supervisor**.
4. **Scanned copies of the MGSE 6750 Graduate Internship - Performance Outcome Assessment (POA):**

- 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.
5. Complete **all EXIT documentation on the *Application for School of Graduate Studies-Application for Candidacy and Graduation- AASU Office of Graduate Enrollment*** (<http://www.gs.armstrong.edu/>)

NOTE: Contact your advisor to assist you in beginning this process.

e-Folio Points to Remember:

1. Follow the Live Text Directions for editing and saving documents.
2. Attach to the appropriate **POA DOMAIN** your artifact, evidence, digital pictures, any electronic information from your course experience to show that you have completed your task. ***Critical Assignment*** attachments are required.
3. Attachments may be from past completed course work, current course work, critical assignments (required), field experiences, student teaching and/or internships, depending on where you are in your program of study. The faculty member who instructed you in EDUC 6100 is a point of reference for software questions. Your individual instructors requiring Critical Assignments and/or your assigned University Clinical Supervisor if you are in internship will **guide you through the e-Folio** as it relates to your program of study.
4. The following web site has excellent training for students. Please review as you work on your project. <http://www.education.armstrong.edu/livetext/>
5. **NOTE:** If you had some of the course work in the past, you may not have electronic copies of your work. However, all current student teaching, internship, field experiences should have electronic work evidence. Your University Clinical Supervisor will walk you through the e-Folio if you are in internship. All students are to start downloading critical assignments Spring 2009.
6. **NOTE:** A completed *Program of Study* (POS) will indicate the two methods content areas you choose for artifacts and evidence. Disregard the content areas that do not apply to your POS.
7. **NOTE:** Label your artifact/evidence attachment according to the designated requested information.

Example: Attachment File Name-POA 3a Lesson Plan evidence EDUC 6200

- **Sample METHODS for Submitting evidence and/or artifacts:**
 - A. **Scanned electronic Documents**
 - B. **File documents**
 - C. **Digital documentation**
- **Remove all student names and identifying information. Talk to your university supervisor if you have questions about this process.**

**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 6100 Technology Applications for Teachers**.

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)

<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 and Graduate Catalogs, 2009-2010 (Catalog)

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

Master of Arts in Teaching in Middle Grades Education Program of Study (POS) [04/03/2009]

Post-Baccalaureate Teacher Certification, Non-Degree (specific area) 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.