

Graduation E-Portfolio Requirement

You are required to submit an e-portfolio to the program coordinator during your last semester, when you are enrolled in MEDU 766. This portfolio will showcase the teacher-scholarship work you have done over two years and will be used to justify why you qualify for a Master of Education degree.

The key assignments for each of your courses are listed below.

MEDU 761: Annotated Bibliography
MEDU 762: Instructional Improvement Project
MEDU 763: Action Research Proposal
MEDU 764: Web Site Reviews
MEDU 765: Curriculum Guide Project
MEDU 766: Leadership Plan

You are required to save the above-listed key assignments/common projects on a CD along with the related reflective paper/statement. The key assignment and the reflective statement for each key assignment should have a cover page with your name, course name, and instructors' names on it. If instructors of a particular course did not ask you to write a reflective paper as part of the key assignment, you must do so on your own to meet this graduation requirement. Your reflective statement should be well-thought-out and describe the learnings or insights gained from doing the project. It should be a separate document and should be clearly labeled as the "MEDU XXX: Project Name Reflective Statement." Each reflective statement should not exceed one page in length--in fact, several paragraphs should suffice! Follow the plan below.

THE PLAN

* Name/label all items for ease of finding each item on your CD. Each of these items may be Word documents. A foolproof plan is to number/label them as follows.

- 1-Name/Contact Information (home phone number, snail mail address, IUP email address, personal email address)
- 2-Current Resume/ Curriculum Vitae
- 3-Current Transcript (it should show that you are enrolled in MEDU 766)
- 4-MEDU 761: Annotated Bibliography
- 5-MEDU 761: Annotated Bibliography Reflective Statement
- 6-MEDU 762: Instructional Improvement Project
- 7-MEDU 762: Instructional Improvement Project Reflective Statement

And so on....

If the key assignment of a particular course, like MEDU 762, is comprised of several documents, it would make sense to place those documents within a folder and label the folder MEDU 762 Instructional Improvement Project.

* The CD and the sleeve should have your name, cohort identifier, graduation year, and Banner ID on it (e.g.: Mary Smith, Cohort 13, 2013, @209828282828).

Your completed e-portfolio will be due the summer when you take MEDU 766. The program coordinator will collect this personally, or request the instructors of MEDU 766 to collect this. Feel free to contact the program coordinator with questions regarding this program requirement