
Educator Preparation Institute

Portfolio Guidelines
EPI Students
2017-2018

Valencia College

Portfolio Guidelines

I. Purpose:

The purpose of the EPI portfolio is to document that you have met the standards outlined by the Florida Educator Accomplished Practices (FEAPs). The competencies outlined in the FEAPs must be met in order to be considered a highly-qualified teacher in the State of Florida. The portfolio also documents that you have satisfactorily passed all of the major assignments in the EPI courses.

II. Content:

The portfolio should contain revised learning artifacts and/or assignments from each of your EPI courses. The artifacts and/or assignments should reflect your competency on each of the Florida Educator Accomplished Practices (NOTE: One artifact may exemplify more than one competency.). Any evaluation rubric used to evaluate the artifact will also be included. In addition to the artifacts and/or assignments, your portfolio should contain a copy of the lessons used for your teaching demonstration and a copy of your teaching demonstration evaluations and your analysis of each teaching demonstration experience.

III. Organization of Portfolio:

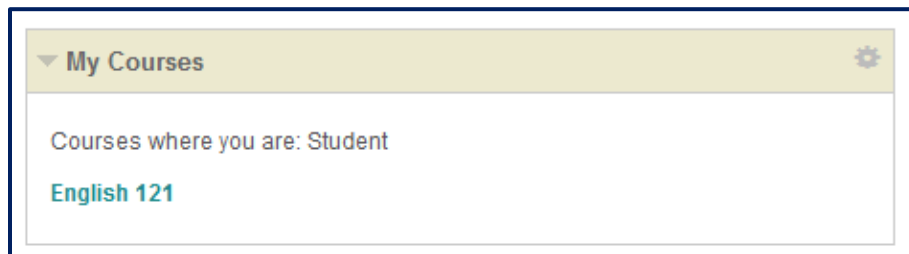
To help and ensure that you have all your artifacts and/or assignment from each of your EPI courses, you have purchased Taskstream, a powerful technology that works with Valencia College's Blackboard platform. Taskstream is a comprehensive tool that will provide students a central place online to build and archive the FLDOE required FEAP's artifacts as you take each EPI course. Taskstream benefits the student by providing a safe and secure location to store all the necessary assignments/artifacts required to reflect your competency on the Florida Educator Accomplished Practices (FEAP's).

Students will upload their assignments/artifacts to the Taskstream platform, the professor will view, grade and give feedback to the student via Taskstream. The assignments/artifacts will remain stored in Taskstream to showcase your knowledge and skills to the FLDOE. The EPI program will have access to the platform indefinitely.

More information about the Taskstream platform will be covered in EPI0001, Classroom Management. The next page gives you additional information regarding Taskstream and a link for additional information.

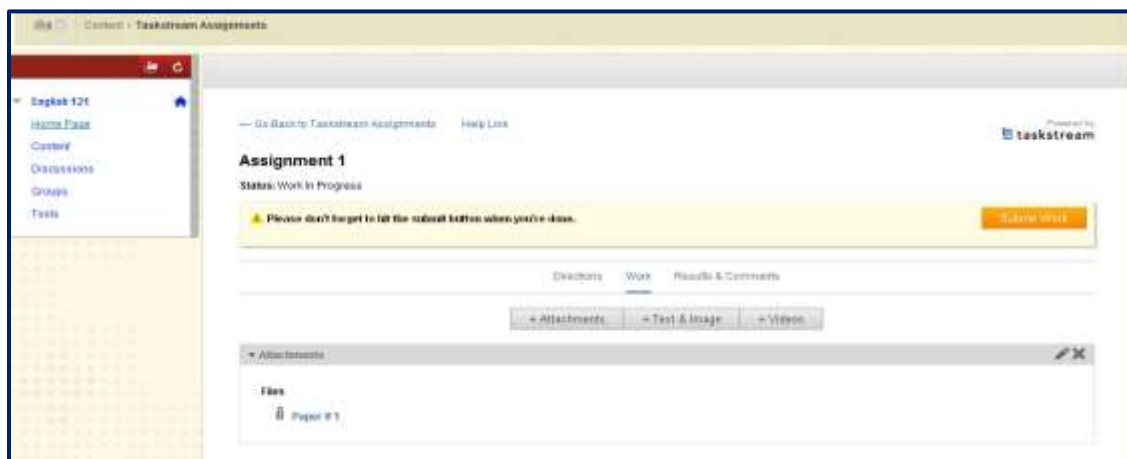
Blackboard and the Taskstream Enterprise Data Hub

1. As a student, once you have developed your Taskstream account using a subscription card (purchased from your campus bookstore) via www.taskstream.com, you will be able to access Taskstream directly within Blackboard.
2. From your course within Blackboard, you can access and complete the above mentioned Taskstream assessments.



3. Once you have selected the appropriate assignment that you wish to complete for the course in question, you will see the area below.
 - a. You will be able to review any **Directions** left for you by your school.
 - b. When you are ready to upload and/or add your work into the assignment submission area, you will click the **Work** link, followed by the appropriate grey button (Attachments, Text & Image, etc.) that corresponds with the type of content you wish to add.
 - c. You will want to be sure to click the orange **Submit Work** button when you are ready to turn in your assignment to your instructor.
 - d. After your instructor has evaluated your work within Taskstream, you will be able to see your results by visiting the **Results & Comments** button.

Student



IV: **Purchasing Taskstream:**

Taskstream is purchased in the bookstore with your other book purchases. The account is for one year, however, the account can be extended. Below are the current subscription lengths and prices to choose from at the College/University level, priced per account.

- 1 yr. account (\$56)
- 2 yr. account (\$69)
- 3 yr. account (\$91)
- 4 yr. account (\$105)
- 5 yr. account (\$119)
- 6 yr. account (\$129)

If you have questions or comments, please do not hesitate to contact Taskstream at help@taskstream.com or at 800-311-5656 and press 2 for Support to speak with a Mentoring Services Associate.

Purchasing Taskstream will benefit the student because the technology will protect and build the portfolio as the student progresses through the program. The student will complete both the coursework and portfolio at the same time allowing the student to obtain their professional certification easier, faster and with less worry!

V: Portfolio FEAPs Competency Matrix Checklist:

The following document, the **Portfolio FEAPs Competency Matrix**, describes what you should have in your portfolio within the FEAPs folder. You should have graded rubrics (NOTE: If you do not have the graded rubric, you may submit a blank copy of the rubric.) as well as the portfolio cover page with a 1 page single-spaced reflection of how the course content and artifacts enable you to demonstrate the identified FEAP competencies for that course. For example, in EPI 0001, you should have 7 files: 3 files for the artifacts, 3 files for the artifact rubrics, and 1 file for the portfolio cover page.

VALENCIA COLLEGE EPI PORTFOLIO CHECKLIST**NAME:** _____

FOLDER	COURSE subfolder	ITEM	CHECK
Teaching Philosophy		Teaching Philosophy	
FEAPS	EPI 0001		
Assessment Tools		Assessment Tools Artifact	
Classroom Mgmt. Plan		Assessment Tools Rubric	
Parent Communication Plan		Classroom Management Plan Artifact	
		Classroom Management Plan Rubric	
		Parent Communication Plan Artifact	
		Parent Communication Plan Rubric	
		Cover Page	
FEAPS	EPI 0002		
Behavior Mgt. Approaches Paper		Lesson Plan Artifact	
Lesson Plan		Lesson Plan Rubric	
		Behavior Management Paper Artifact	
		Behavior Management Paper Rubric	
		Cover Page	
FEAPS	EPI 0003		
Excel Assignment		Excel Artifact	
Student Newsletter or Webquest		Excel Rubric	
		Student Newsletter Artifact	
		Student Newsletter Rubric	
		Webquest Artifact	
		Webquest Rubric	
		Cover Page	
FEAPS	EPI 0004		
Standardized Test Data Analysis		Standardized Test Data Analysis Artifact	
Unit Plan		Standardized Test Data Analysis Rubric	
		Unit Plan Artifact	
		Unit Plan Rubric	
		Cover Page	

FOLDER	COURSE subfolder	ITEM	CHECK
FEAPS	EPI 0010		
Synthesis of Reading Research: Development of Phonemic Awareness		Synthesis of Reading Research/PA Artifact	
Instructional Content		Synthesis of Reading Research/PA Rubric	
		Instructional Content Artifact	
		Instructional Content Rubric	
		Assessment Case Study Artifact	
		Assessment Case Study Rubric	
		Cover Page	
FEAPS	EPI 0020		
Individual Professional Development Plan		Individual Prof Development Plan Artifact	
Ethic Activity		Individual Prof Development Plan Rubric	
		Ethics Paper Artifact	
		Ethics Paper Rubric	
		Educational Philosophy Paper Artifact	
		Educational Philosophy Paper Rubric	
		Cover Page	
FEAPS	EPI 0030		
		Final Reflection Artifact	
		Final Reflection Rubric	
		Cover Page	
FEAPS	EPI 0950		
		School and Classroom Safety Evaluation and Analysis	
		Class and School Demographics Analysis and Evaluation	
		Learning Style Analysis and Evaluation	
		Technology Proficiency Self-Assessment and Evaluation	
		FL Child Abuse Course Certification	
		Parent Communication Log	
		Cover Page	
TEACHING DEMONSTRATIONS			
		Lesson Plan 1	
		Lesson 1 Analysis	
		Lesson Evaluation Video	
		Lesson 2	
		Lesson 2 Analysis	
		Lesson Evaluation (Supervising Teacher or Teaching Evaluation by Principal	
		Lesson 3	
		Lesson 3 Analysis	
		Lesson 3 Evaluation (Valencia Faculty)	

FOLDER	COURSE subfolder	ITEM	CHECK
		TeachLive Mini Lesson at Valencia West Campus Classroom 1-254	
		Mini Lesson Analysis	
		Mini Lesson Evaluation (Valencia Faculty)	