

**COURSE SYLLABUS**  
**CI 4450-103**  
**Portfolio Exhibition: Seminar for Middle Grades Majors**  
**One Semester Hour**

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Office Hours:	By appointment		801-898-9528 (cell)

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### **Course Description**

The main purpose of this course is to provide assistance and guidance to undergraduate teacher candidates as they complete a graduation portfolio based upon the Middle Grades Program Standards. This portfolio is intended as a culminating experience and will serve both to encapsulate the programmatic reflections developed by the student over time and to demonstrate to the profession the knowledge, dispositions, and performances that have been acquired from courses and field experiences in the Reich College of Education. At the conclusion of CI - 4900 – Student Teaching, exhibition portfolios will be presented to a review committee consisting of middle grades faculty, Master Teachers, peers, and invited guests.

### **Major Components of the Electronic Portfolio**

The following sections are required in the portfolio:

- I. Title Page (Home)
- II. Table of Contents (Link to document or links on home page)
- III. Professional Information (Resumé, Certificates, Awards, Career Goals, etc.)
- IV. Standard 1. Young Adolescent Development
- V. Standard 2. Middle Grades Philosophy and School Organization
- VI. Standard 3. Middle Grades Curriculum, Instruction, and Assessment
- VII. Standard 4. Content Knowledge
- VIII. Standard 5. Middle Grades Professional Roles
- IX. Lessons Learned

Within Sections IV-IX of the portfolio, teacher candidates are required to select and showcase artifacts that best represent the knowledge, dispositions, and performances that have been acquired, developed, and refined in the Middle Grades Program at Appalachian State University. Clearly written rationale-reflection statements should accompany *each* section of the portfolio.

### **Exhibition Requirements**

The final exhibition of the portfolio will occur near the conclusion of the student teaching experience (though you will likely have more days remaining after your presentation to complete your student teaching requirement). Each teacher candidate will be assigned a time to present the portfolio to an audience of peers, master teachers, guests, and middle grades faculty. At this appointment, approximately thirty minutes will be allowed for the presentation of the portfolio. Discussion and/or questions will follow the presentation.

Teacher candidates should plan to present the portfolio in electronic format using an environment/format agreed upon with Dr. Ramirez. The completed portfolio website must be presented to the professor of record prior to the presentation. You may want to supplement your presentation by bringing in samples or additional artifacts that could not be archived in your electronic portfolio. You may also consider taking photos of the artifacts or samples and uploading them to your portfolio (do not include students' full names).

## Grading

This class is graded on a Satisfactory/Unsatisfactory basis. A satisfactory grade is based upon the completion and presentation of the portfolio. A rubric is provided to guide teacher candidates as they prepare for the presentation. Additionally, teacher candidates are expected to attend scheduled seminars and to communicate with the professor when assistance is needed.

## Meetings

Date(s)	Activities	Location, Due Dates, Notes
<b>January 13</b> <b>2:00 – 3:15 pm.</b>	Orientation Meeting w/ Middle Grades Faculty	124A, B, C (see schedule)
1/17/12 - 2/17/12	Work on Portfolio independently; determine gaps that are needed to be filled during student teaching.	
Student Teaching Seminar <b>Thursday, March 8</b> <b>2:00 – 3:15 p.m.</b>	Group Meeting with Professors/Program Faculty	227, College of Ed Building
Education Career Fair Day <b>Monday, March 19</b> <b>9:00 am – 12:00 pm</b> Broyhill Inn & Conference Center	Individual and group meetings with professors/program faculty	By this date, please send a version of your portfolio to your professor (see benchmarks below)
3/22/12 – 4/27/12	Individual Meetings with Professor	Schedule appointments as needed.
<b>May 4</b> (subject to change based on participants' needs)	Presentation of Portfolios *Please clear this day on your schedule with your supervisor and master teacher – if needed!	238, College of Ed Building

## Deadlines/Benchmarks for Portfolios

By each of these deadlines, please send your portfolio link (via e-mail) to Dr. Ramirez. She will review the artifacts and send you feedback about them.

Date/Deadline	DUE
By the end of <b>January</b>	<ul style="list-style-type: none"> <li>Home page with links to Standards (by number and name) and link to professional information (e.g., resume, professional goals, etc.)</li> <li>Standards 1, 2: Two artifacts for each of these standards = 4 artifacts total</li> </ul> <p><b>NOTE:</b> If you have an artifact that demonstrates your “performance in the field” of these or any other standards, consider sending them so that you can get early feedback.</p>
By the end of <b>February</b>	At least one artifact for each of the remaining standards (Standards 3-5).
<b>March 19, 2012</b>	Performance artifacts for at least five standards One complete rationale-reflection for a standard of your choice. <p><b>NOTE:</b> When you send the link to Dr. Ramirez this time, please indicate which standards and artifacts are to be evaluated for performance indicators.</p>
<b>By April 15</b>	All standards and artifacts posted. Send URL to Dr. Ramirez.

	Please e-mail Dr. Ramirez with final questions. BE SURE TO LET DR. RAMIREZ KNOW IF/HOW MANY PEOPLE YOU ARE INVITING TO YOUR PRESENTATION
<b>May 4</b>	Portfolio Exhibition Day!!! Celebration!!

**ACADEMIC INTEGRITY CODE**

Appalachian’s policy on academic integrity allows a student and faculty member to work out sanctions for a first offense without a formal referral to the Office of Student Conduct. However, this policy works only if the process outlined in the Code is followed, which includes a record of the sanction submitted to the Office of Student Conduct on the appropriate form. Upon the first breach of academic integrity, I will submit the appropriate form to the Office of Student Conduct.

As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Furthermore, we recognize that academic dishonesty detracts from the value of an Appalachian degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site: [www.studentconduct.appstate.edu](http://www.studentconduct.appstate.edu).

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. If you have a disability and may need reasonable accommodations in order to have equal access to the University’s courses, programs and activities, please contact the Office of Disability Services (828.262.3056 or [www.ods.appstate.edu](http://www.ods.appstate.edu)). Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

**RELIGIOUS OBSERVANCE POLICY**

Students will be allowed two excused absences each academic year for religious observances. Students are responsible for requesting excused absences for religious observances required by the faith of a student. Instructors are responsible for complying with this requirement. In classes in which attendance is taken and/or penalties are applied for student absences, instructors must document their compliance with the religious observance policy by tracking student excused absences for religious observances. For purposes of this policy, the term “religious observances” shall include religious holidays or holy days or similar observances required by a student’s religion and that require absence from class. Except in extraordinary circumstances, student requests for excused absences for religious observances must be submitted to instructors in writing no later than three weeks after the first class day of the term.