

**CAMPBELLSVILLE UNIVERSITY
SCHOOL OF EDUCATION
Special Education Program**

EXIT CAP PORTFOLIO GUIDELINES

All candidates are required to prepare a CAP 7 EXIT portfolio. Entries/Artifacts come mainly from your teaching experiences and coursework. The EXIT CAP portfolio demonstrates the ability to meet all ten **Kentucky Teacher Standards**. It is to include student work samples. (*Note: protect students' right to privacy by removing all last names.*)

The portfolio is to be organized using tab dividers. The tab dividers represent the Kentucky Teacher Standards (KTS). Five standards will be *combined* into one tab called the TPA Section. This section includes KTS I, II, IV, VI, VII. The remaining standards will have separate tabs (KTS III, V, VIII, IX, X).

General Requirements

- 1 ½-2 inch binder-dark or light (professional)
- Tabs (*extend beyond document pages; avoid dividers that lose labels*)
 - a) TPA Section (Standards I, II, IV, VI, VII embedded in TPA)
 - b) Separate tabs for Standards III, V, VIII, IX, X
- Competency in writing skills
- Rationales are written only for Standards III, V, VIII, IX, X

Definitions

- ***rationales*** – a narrative explaining how entries/artifacts demonstrate and meet the respective Kentucky Teacher Standards and supporting indicators
- ***entries or artifacts*** -- evidence provided that demonstrates competency for each of the Kentucky Teacher Standards and supporting indicators

COMPONENTS OF THE EXIT CAP PORTFOLIO

- **Preliminary documents in order listed:**
 - a) Cover Page: Name, University, Date
 - b) Table of Contents
 - c) Signed form Verifying Original Work & Permission to Review
 - d) Completed Self-Evaluation of Portfolio (use the Exit CAP 7 Portfolio Rubric)
 - e) Resume/Vita (name and contact information not sufficient)
 - f) Educational Philosophy –updated (2 pages, size 12 font, double-spaced)

- **TPA Section: Kentucky Teacher Standards I, II, IV, VI, and VII**

Include a KTIP TPA Instructional Unit that you have taught or will teach. You must follow unit guidelines as specified in Task G. The unit is composed of the following KTIP TPA tasks and must contain a minimum of 5 lesson plans:

- Task A1: Teaching and Learning Context
- Task A2: Lesson Plan
- Task C: Lesson Analysis and Reflection
- Task G: Instructional Unit
- Task H: Assessment Plan
 - i. Pre-Test class to determine prior knowledge
 - ii. Post-Test class to determine gain in student learning
- Task I: Design Instructional Activities
- Task J1: Reflect on the Impact of Instruction
- Task J2: Communication and Follow-Up

The Task G unit guidelines are a helpful resource as you complete the **TPA Section**.

The templates for the TPA Tasks may be found on the CU website. For those who are unsure of the location, you may follow the steps below to access the Task templates:

Go to www.campbellsville.edu
Select Academics
Scroll down and choose School of Education
On the Left Toolbar choose Graduate
Next, choose MASE
Scroll down and choose Resources
Click on the TPA Task template you desire

- **Kentucky Teacher Standard III: Learning Climate**

Classroom Management Plan, followed by:

a one-page narrative analysis focusing on personal performance growth in classroom management. To develop this narrative, review your Classroom Management Plan for SED 602, reflect on your growth based on KTS III indicators, and your performance evaluations:

- i. Did you communicate high expectations for students?
- ii. Did you maintain a positive learning environment?
- iii. Did you value and support student diversity and address individual needs?
- iv. Did you foster mutual respect between teacher and students and among students?
- v. Did you provide a safe environment for learning?

- **Kentucky Teacher Standard V: Assessment**

KTS V is to include a minimum of five (5) different forms of formative and summative assessments, created and designed by the candidate. Student work samples are to be included with 3 of the 5 selected entries. Include scoring guides when appropriate. Entries for KTS V may come from the TPA. Examples are:

1. On-Demand Prompts
2. Open Response Prompts
3. Culminating Events
4. Informal Assessments, (e.g.) Webbing, Concept Mapping, Observation Sheets, Anecdotal Records, Checklists
5. Student Self-Assessment
6. Peer Assessment
7. Traditional Tests
8. Samples of student work with teacher feedback
9. Portfolio entry prompts with scoring guide and student sample

- **Kentucky Teacher Standard VIII: Collaboration**

TPA Task D – be sure to follow directions for MASE Students Only (Task found on the CU website)

1. Collaboration Plan –to improve learning for one student in a classroom setting
2. Evaluation and analysis of student learning as a result of the implementation of the collaboration plan

- **Kentucky Teacher Standard IX: Professional Development**

TPA Task E

1. Professional Growth Plan (PGP) is based on PGP Self-Assessment which should also be included

MAY also include evidence of attendance and/or participation at professional meetings or conferences with reflective piece stating activities and knowledge gained. Do not include certificates.

- **Kentucky Teacher Standard X: Leadership**

TPA Task F

1. A Leadership Plan – a project you implement or will implement in the classroom that would demonstrate your ability to provide professional leadership as a teacher
2. Evaluate your own performance level with respect to the four indicators for Standard X
3. Reflect on what your project accomplished or will accomplish regarding student learning and school environment. What did you learn from your leadership experience - what worked, what did not, and why?