

Associate of Science in EARLY CHILDHOOD EDUCATION

Portfolio Handbook



MARTIN LUTHER COLLEGE

Continuing Education

Portfolio

Associate of Science in

Definition

The portfolio is a systematic collection of work that documents your progress and readiness for the teaching ministry.

The contents of your portfolio also provide documentation that you

- a. know how your coursework/educational experiences help you meet the program goals.
- b. know how your coursework/experiences may enhance your work in the teaching ministry.

Create and Organize

As you complete the AS in ECE degree, you will collect digital artifacts that can be uploaded or attached to your electronic portfolio. Digital artifacts can include files, documents, photos, videos, and screenshots. It is important to have a collection system in place for the artifacts you plan to include.

Your portfolio will include two artifacts for each program goal. One of these artifacts will be required and the other is one of your choice. Course assignments will be used in your portfolio as required artifacts. These are listed in the table below. You may choose a course assignment as the second artifact or include something that was completed outside of coursework. An example of this might be advertising that you designed for a parent event. Each artifact may be used only once.

The artifacts you choose for your portfolio will demonstrate how you have met the program goals. You will write a separate essay for each program goal. The essay will detail how the collected artifacts demonstrate your accomplishment of the goal and explain how they will be useful to you in your ministry.

Submit and Review

You will submit your portfolio using an online portfolio software (see Appendix A). Your portfolio will be reviewed by two instructors in the program according to the Portfolio Review Rubric (see Appendix B). You will receive a “pass/no pass” for your portfolio submission. Revisions will be suggested for a “no pass” and you will have the chance to submit your portfolio a second time. Portfolio reviewers will receive \$25 per review.

Early Childhood Education

Program Goals

Artifacts

1. Partner with the church in making disciples of all nations	1. THE8112 The Role of ECE in Mission Outreach Mission Outreach Plan 2. Choice
2. Demonstrate faith-filled servant leadership	1. EDU8114 Roles and Responsibilities of the Lutheran Early Childhood Educator Professional Development Plan 2. Choice
3. Design and implement curriculum	1. One lesson plan from any course 2. Choice
4. Use assessment to inform practice and improve student learning	1. EDU8113 Assessment of Young Children Early Learning Observation Rating Scale 2. Choice
5. Instill developmentally appropriate practices into high quality programs	1. EDU8105 Encouraging Literacy Development Literacy Slideshow for Home/School 2. Choice
6. Communicate effectively with families and children	1. EDU8103 Developing Home and School Relationships Action Plan for Family Involvement 2. Choice
7. Develop the whole child	1. EDU8101 Intellectual, Social, and Emotional Development One lesson plan that includes spiritual application (self-concept, emotions, or social skills) 2. Choice
8. Create a physically and emotionally safe environment	1. EDU8108 Preprimary Curriculum Essentials I Classroom Design Layout 2. Choice

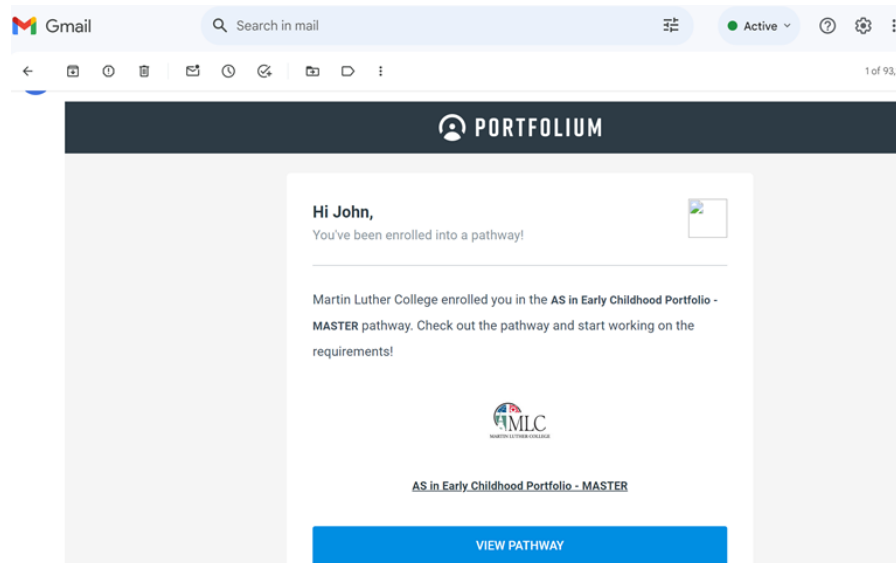
Appendix A

Portfolio

Your Associate Degree in Early Childhood Education (preschool only) portfolio will be created and evaluated online using **Portfolio**.

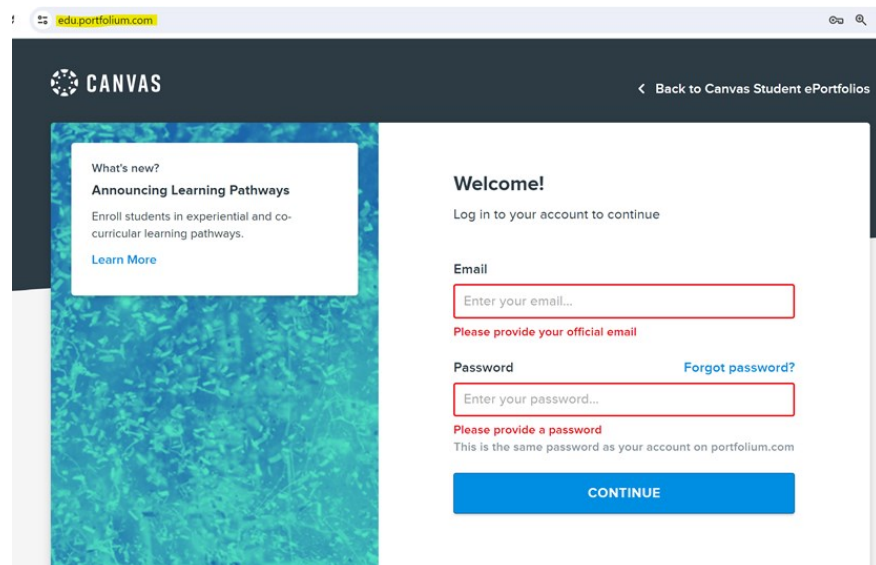
When MLC has enrolled you in the e-portfolio, you will receive an email invitation from **Portfolio** to activate your account and grant you access to your e-portfolio.

Click on the “View Pathway” button.

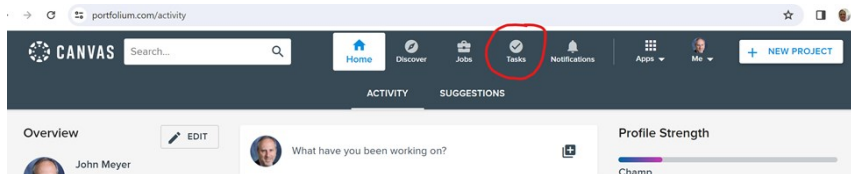


To Access

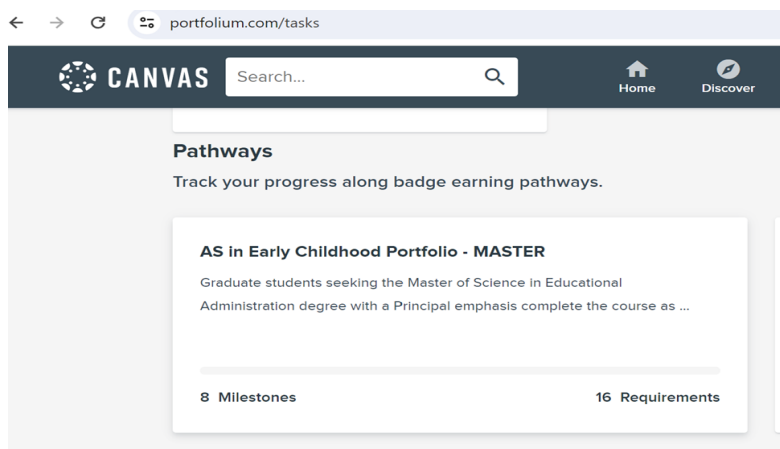
1. Open your internet browser and type **edu.portfolium.com** into the address bar. Login using your email and password that you set up when you responded to the original invitation from Portfolio.



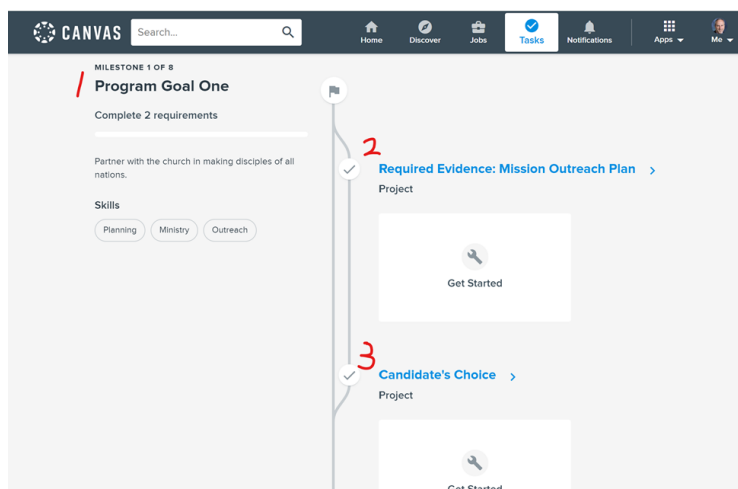
- Once logged in, select **Tasks** from the top menu.



- You will see any “pathways” or e-portfolios that you are enrolled in. Select the pathway **AS in Early Childhood Portfolio**.



- The pathway opens to show eight “milestones” (1), which are the eight program goals. Each program goal shows two requirements to complete—the “required evidence” (2), and the “candidate’s choice” (3). You must complete both. Start by clicking on one of the two requirements.



5. Each requirement includes instructions. Click **Start Requirement** to add your files and descriptions.

portfolium.com/meyerjd/pathway/as-in-early-childhood-portfolio-master/requirement/33831

CANVAS Search...

Home Discover Jobs Tasks Notifications Apps Me

Required Evidence: Mission Outreach Plan

STATUS: Not Started SCORING TYPE: Pass / Fail ASSIGNED TO: John Meyer

Instructions

1. Upload your Mission Outreach Plan from the course THE8112 The Role of ECE in Mission Outreach.

Students will analyze the "best practices" of the 5 ECE ministries that they surveyed into five "essential strategies" for ECE ministry. They will find common threads among those ECE's that from a human perspective appear to be leading to success in carrying out the mission Christ has given to his church. With their "best practices" list and "essential strategies" as background each student will conduct a SWOT (Strengths / Weakness / Opportunities / Threats) analysis of his or her ECE ministry. They will then develop a strategic plan with SMART (Specific / Measurable / Attainable / Relevant / Time-Based) goals for implementing a plan for increasing mission outreach at a particular ECE.

Additionally each student will develop a plan for introducing his or her strategic plan to their ECE staff, other called workers, lay leaders, and members at their "sponsoring" congregation or ministry. It may also be helpful for each student to find a mentor and an accountability partner to assist him or her in implementing their strategic plan.

2. In the "Description" area, write reflective essay of about 300 to 500 words that explains

Start Requirement

or start with an existing project

6. This is where you upload or attach your files (1), then write your 300- to 500-word description of the files (2). Save your work by selecting **Finish Later** (3). When your portfolio is completed, come back to the evidence and **Submit Requirement** (4). It is best to wait until all requirements are completed in all milestones before submitting requirements.

portfolium.com/project/edit/6154398

CANVAS Edit Project PREVIEW FINISH LATER SUBMIT REQUIREMENT

Required Evidence: Mission Outreach Plan

AS in Early Childhood Portfolio - MASTER • View Instructions

Attachments

Upload files .pdf, .doc, .xls, .ppt, .mp3, .psd, etc.

Paste a link YouTube, Prezi, or any website

More options Google Drive, Dropbox, etc.

Category: Education

2 Description: Describe your project...

Project Strength

Attachments

Showcase artifacts and work samples from your project. Upload files, import them from services like Google Drive, or add a link to any website.

Link examples:

- youtube.com/watch?v=...
- github.com/myrepo
- sketchfab.com/models/id
- medium.com/article

Learn more about attachments

Appendix B

Portfolio Review Rubric				
Student				Date
	4	3	2	1
Goals / Evidence	Excellent All 8 program goals are clearly support by two models of evidence as indicated in the instructions.			Unsatisfactory One or more standard(s) not supported by two models of evidence as indicated in the instructions.
Reflection / Connection	Excellent Clearly demonstrates an excellent understanding of, and connection to, the program goals as they apply to teaching ministry.	Good Demonstrates a good understanding of, and connection to, the program goals as they apply to teaching ministry.	Developing Demonstrates some understanding of, and connection to, the program goals as they apply to teaching ministry.	Unsatisfactory Demonstrates little understanding of, and connection to, the program goals as they apply to teaching ministry.
Appearance	Excellent All artifacts are excellent in appearance and format.	Good All artifacts are good in their appearance and format.	Developing Some artifacts need improved appearance and formatting.	Unsatisfactory In general, artifact appearance or format needs significant improvement.
Mechanics	Excellent No mechanical errors observed.	Good Few mechanical errors observed.	Developing Several mechanical errors observed.	Unsatisfactory Numerous mechanical errors observed.
Pass: 12 – 16 points No Pass: Less than 12, or a 1 in any category			Goals / Evidence _____ Reflection / Connection _____ Appearance _____ Mechanics _____ TOTAL Score _____	

Pass _____

Reviewers' Signatures _____

No Pass _____



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