

Associate of Science in
EARLY CHILDHOOD EDUCATION
Portfolio Handbook



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

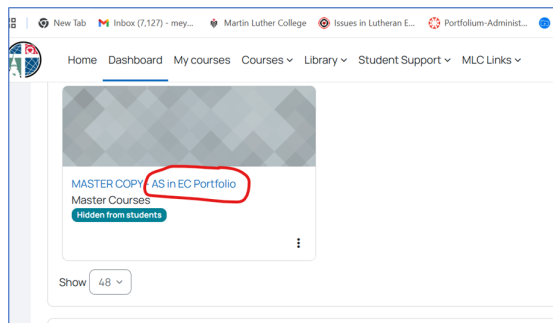
Appendix A

Portfolium

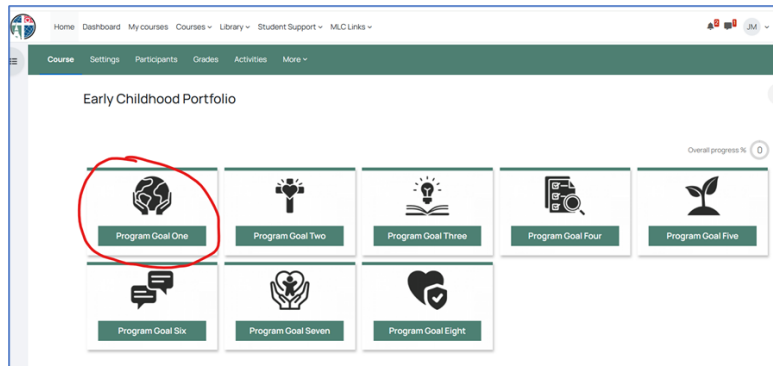
Your Associate Degree in Early Childhood Education (preschool only) portfolio will be created and evaluated online using **Moodle**.

To Access Your ePortfolio

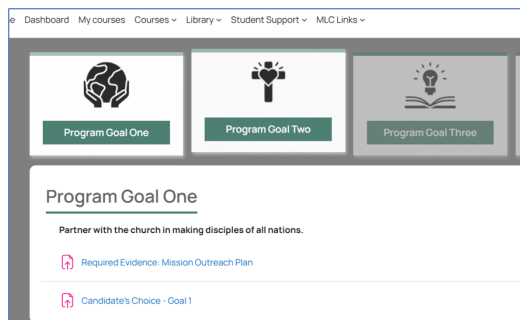
1. Open Moodle and login with your MLC username and password. The e-portfolio will appear like any other course you are taking in Moodle. It is labeled EDU9151 Early Childhood Portfolio, and it will probably also have your last name in the title.



2. After you open the e-portfolio course, you will see the 8 program goals listed as icons. You will provide the required evidence for each program goal. Start by selecting Program Goal One.



3. The pathway opens and visibly shows the program goal and two requirements to complete—the “required evidence”, and the “candidate’s choice”. You must complete both. Start by clicking on one of the two requirements.



4. Each requirement has instructions and a place to click (add submission) to add your files and descriptions.

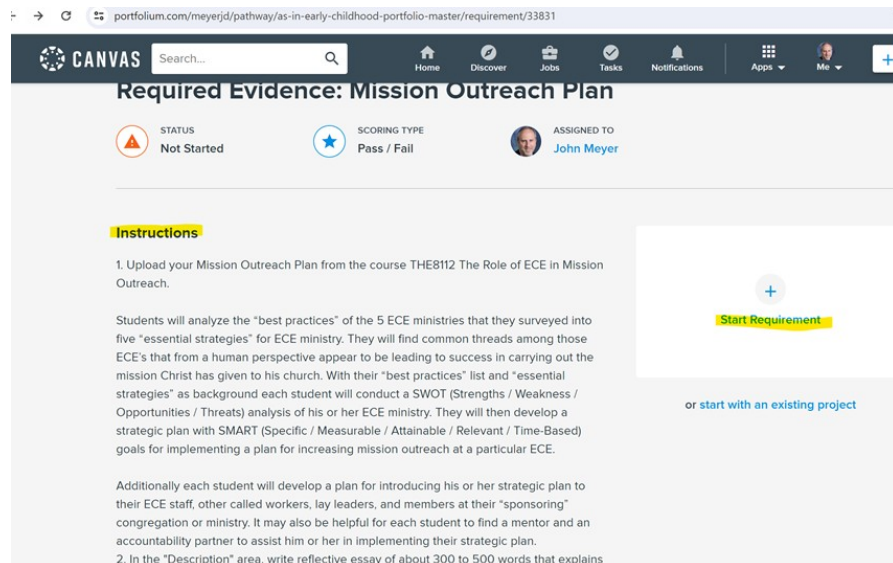
The screenshot shows a course dashboard with a navigation bar at the top containing links: Home, Dashboard, My courses, Courses, Library, Student Support, and MLC Links. Below the navigation bar, there is a section titled "INSTRUCTIONS" (circled in red) with two bullet points: "Upload your Mission Outreach Plan from the course THE8112 The Role of ECE in Mission Outreach." and "Upload a reflective essay of about 300 to 500 words that explains how this specific evidence demonstrates (a) how it helps you meet the program goals in the teaching ministry." Below this, there is a section titled "MISSION OUTREACH PLAN INSTRUCTIONS FROM THE8112" (circled in red) with two bullet points: "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 themes, 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' SWOT (Strengths / Weaknesses / Opportunities / Threats) analysis of his or her ECE ministry. They will then develop a strategic plan with SMART (Specific / Measurable / Achievable / Relevant / Time Based) goals for implementing a plan for increasing mission outreach at a particular ECE." and "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 church. It also be helpful for each student to find a mentor and an accountability partner to assist him or her in implementing their strategic plan." At the bottom of the page, there is a blue button labeled "Add submission" (circled in red).

5. This is where you upload your files and your 300—500 word description of your files. "Save Changes" when you are done. You can always come back and add or delete files later.

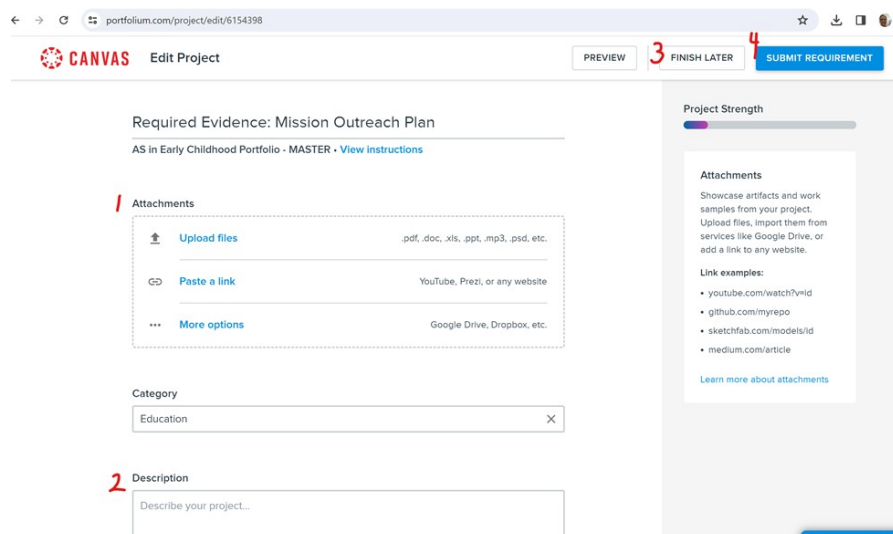
The screenshot shows the "Add submission" form. At the top, there is a blue button labeled "Add submission" with a dropdown arrow. Below it, there is a section titled "File submissions" with a "Files" label. There is a dashed box for uploading files, with a downward arrow icon and the text "You can drag and drop files here to add them." Below the dashed box, there is a red arrow pointing to a blue button labeled "Save changes" and a grey button labeled "Cancel".

6. Contact MLC by email when you have submitted all of your evidence so that they can alert your committee to evaluate it. MLC will let you know by email when the evaluation is complete or if changes are requested.

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



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.



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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