

Effective Fall Semester, 2008  
Preliminary Administrative Services Credential (Tier I)  
ELPS 688 – Fieldwork in Educational Administration Portfolio Rubric

<p><b>CRITERIA: Knowledge, Skills and Dispositions (KSD's) assessed through...(K&amp;S outlined in Six Standards elements, D in ELPS Dispositions)</b></p>	<p><b>4-5 Points</b>  <b>Strong and consistent evidence of identified critical attributes (Exemplary)</b></p>	<p><b>3 Points</b>  <b>Satisfactory and consistent evidence (Credit)</b></p>	<p><b>1-2 Points</b>  <b>Inconsistent evidence (No Credit / Incomplete)</b></p>
<p><b>SHADOW EXPERIENCE</b> Shadow at least two administrators at different levels and sites (e.g. elementary/secondary) for at least three hours each. Write up a description of these experiences indicating the leadership style(s)/skill(s) observed and identify the disposition(s)/standards and include a reflection.</p> <p><i>Does description indicate candidate's ability to reflect on and articulate KSD's observed?</i></p>			
<p><b>ACTION RESEARCH LEADERSHIP PROJECT</b> Complete and submit the Action Research Leadership Project that originated in ELPS 600 as a research proposal and includes leadership skills/strategies. The ARLP project adheres to the guidelines established in ELPS 600 and has the potential to improve student achievement. It includes data and interpretation of data. The narrative includes a needs assessment, action plan, analysis and reflection. The appendix includes a log of time, artifacts, and examples of data collection.</p> <p><i>Does ARLP indicate candidate's development of KSD's across some of the Six Standards? Is there evidence of potential of project to increase student achievement?</i></p>			

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<p><b>COURSE EXEMPLARS</b>                  Include a previously submitted and graded written course assignment for each of the following courses that is representative of the best work completed. A comprehensive reflection of assignments is to be included. Revised exemplars may be submitted accompanied with the original graded assignment.</p> <p>ELPS 650 Contemporary Administrative Leadership                  ELPS 663 Legal Aspects of Educational Administration                  ELPS 664 Business and Financial Aspects of Educational Administration                  ELPS 672 Management of Human Resources                  ELPS 676 School Community Relations                  ELPS 681 Organization and Administration of Elementary, Secondary and Special Education                  ELPS 682 Supervision of Curriculum and Instruction</p> <p><i>Has student identified the CCTC standard(s) that each assignment represents?</i></p>			
<p><b>SIX STANDARDS ACTIVITIES LOG</b>                  Undertake smaller scale administrative activities to incorporate experience in each of the Six Standards of competence. Document three activities per standard for a total of eighteen. At least one activity should include analysis and use of data related to student achievement.                  The log activities should adhere to the template provided on the ELPS web page as well as the example provided.</p> <p><i>Has the candidate participated in a variety of experiences to develop KSD's in each of the Six Standards?</i></p>			
<p><b>SUBTOTAL (of each column)</b></p>			
<p><b>TOTAL POINTS (add subtotal of all columns)</b></p>			
<p>Minimum of 3 points in each Sector</p> <p>Fieldwork Assessment Form Completed and Signed by Site Supervisor</p>	<p>YES</p> <p>YES</p>	<p>NO</p> <p>NO</p>	

OVERALL PORTFOLIO ASSESSMENT:

12-20 points-Credit  
 11 points or less-Requires additional work

University Faculty Advisors \_\_\_\_\_  
Printed Name Signature Date

Candidate \_\_\_\_\_  
Printed Name Signature Date