

EDUCATIONAL LEADERSHIP AND POLICY STUDIES  
California State University, Northridge

SUMMARY OF PORTFOLIO REQUIREMENTS: ELPS 600-688

Beginning with the Fall, 2008 semester all ELPS students enrolling in ELPS 600 Research in Education will begin the preparation of their portfolio during the first semester of enrollment in the Preliminary Services Credential Program (Tier I).

The Portfolio contents, to be submitted during the semester that the student is enrolled in ELPS 688 will have three major components.

**1. Action Research Leadership Project-ELPS 600-Research in Education**

All students will begin their Action Research Leadership Project (ARLP) as part of the requirements for completing ELPS 600. The Instructor will guide the student through the process of completing an Action Research Project which includes, but not limited to, research concepts, methods, and the relationship to K-12 and Higher Education practices. (Please review the ELPS 600 Course Outline on the ELPS webpage)

The finished Action Research Leadership Project and supporting documents will be submitted to the ELPS 688 (Fieldwork) as part of their Portfolio. Additionally, the ARLP Proposal submitted in ELPS 600 will need to be included.

**2. Administrator Shadow Experiences**

Each candidate will be required to Shadow *at least* two administrators at different levels and sites (e.g. elementary/secondary) for *at least* three hours each. A write up of the description of this experience, that includes the leadership skills/styles observed and their direct relationship to dispositions and standards will need to be included. A reflection of these two experiences is to be included in the Portfolio.

Students may submit a Shadow experience that has previously been submitted in another ELPS course.

**3. CACE/CAPE Six Standards Activities Log**

Beginning with the Fall 2015 semester of participation in the ELPS Tier I Program each student will complete and submit a CACE/CAPE Self-Assessment during the first, third and final semester of the Tier I program. In completing each Self-Assessment each candidate is to identify 6 standards, 1 per section, and then submit a Reflection of 2-3 pages that includes a professional plan to address each of the 6 standards in preparation for ELPS 688-Fieldwork. (Please review Suggested Fieldwork Activities on the ELPS webpage).

A total of 18 CACE/CAPE standards and artifacts are to be submitted for inclusion in the Fieldwork Portfolio.

Please review “Sample” standards and the templates for each of the CACE/CAPE standards.

#### **4. ELPS 688-Instructor Responsibilities**

The assigned 688 Instructor is required to collect the portfolio no earlier than the 10th week of the semester in which the student is enrolled in 688.

All 688 instructors will evaluate the completed portfolio using the Portfolio Rubric and will provide each student that has submitted a completed portfolio a copy of the Portfolio Feedback Form and a copy of the Portfolio Rubric for student and instructor signature.

Note: all work is to be submitted on Word Document.