

Checklist for Practicum Portfolio

Practicum III

Your completed Practicum Portfolio is a professional work sample in addition to being a large and complex assignment. The Practicum Portfolio must be submitted to your Practicum Advisor in the manner and time specified. A satisfactory, complete and professionally presented practicum portfolio is a requirement to pass practicum. An incomplete practicum portfolio must be remedied prior to the end of the practicum term (check your academic calendar for critical dates related to practicum). If not completed satisfactorily by the required date an incomplete portfolio will result in the grade non-credit repeat (NCR).

The following documentation must be included in your practicum portfolio. Use this form to organize yourself and your portfolio. Complete this chart and include it in your portfolio within section three.

	✓	Make sure all these requirements have been competed...
Portfolio cover page		Include all the relevant information.
Self-introduction poster		Update it to reflect current goals and interests.
Required program information and documentation		A copy of the daily routine that is posted in the classroom
		A copy of the program's philosophy statement
		A copy of the behaviour guidance policy
		Other materials (health policies, parent handbook, etc) - optional
Official time sheet		Do you have 150 hours?
		Obtain signatures from both the contact teacher and yourself?
		Fill in the second copy for your own records
Seminar Attendance Form		Have you and your advisor signed for all four seminars?
Grading Guides		Place these at the front of your binder for your advisor to easily see.
Orientation Visit Checklist		Has the administrator (or designate) signed?
Handbook Letter		Have you signed the Practicum Handbook Acknowledgement Letter?
Feedback form		Received a completed form from your contact teacher?
		Has the contact teacher signed and dated the last page?
		Have you signed and dated the last page?
Self-evaluation form		You have filled it in, signed and dated the last page
Completed Experience Planning Sheets		15 completed experience planning sheets that include the following
		2 small group activities
		2 circle or large group activities
		2 transition activities
		2 sensory activities
		2 outdoor activities
		4 spontaneous activities (use spontaneous planning sheet)
		1 more activity from an area of your choice
	At least 3 learning goals are represented in the experiences.	
Daily Observations		10 entries using the provided observation template.
Daily Reflective Journal		1 entry for each day of your practicum (20 in total).
		Completed the three required journal entries (as identified in your journal package).