

Internship Professional Learning Portfolio Rubric

Name: _____

Due Date: _____

Required	Excellent	Good	Needs Improvement	Unsatisfactory	Points Earned
Table of Contents	9-10	6-8	3-5	0-2	
<i>Section One: Personal</i>	5	3-4	1-2	0	
✓ Philosophy Paper	45-50	40-44	35-39	34-0	
✓ Resume	18-25	10-17	4-9	0-3	
✓ 4 Letters of Recommendation	15-20	10-14	5-9	0-4	
List of References	9-10	6-8	3-5	0-2	
✓ SPAGE Card	9-10	6-8	3-5	0-2	
✓ Teaching Contract	9-10	6-8	3-5	0-2	
✓ List of Awards and Activities	9-10	6-8	3-5	0-2	
List of LP Standards mastered	18-25	10-17	4-9	0-3	
Bi-Weekly Newsletter	18-25	10-17	4-9	0-3	
<i>Section Two: Research</i>	5	3-4	1-2	0	
Ethical Essay	45-50	40-44	35-39	34-0	
Ethical Article Summary	15-20	10-14	5-9	0-4	
Classroom Management Book Report	45-50	40-44	35-39	34-0	
Classroom Management Plan	18-25	10-17	4-9	0-3	
List of Assessments	18-25	10-17	4-9	0-3	
<i>Section 3: Lesson Planning</i>	5	3-4	1-2	0	
Copy of Grade Level GPS	9-10	6-8	3-5	0-2	
Math LP #1	45-50	40-44	35-39	34-0	
Science LP #2	45-50	40-44	35-39	34-0	
Language Arts LP #3	45-50	40-44	35-39	34-0	
Social Studies LP #4	45-50	40-44	35-39	34-0	
Art LP #5	45-50	40-44	35-39	34-0	
Music LP #6	45-50	40-44	35-39	34-0	
<i>Section Four: Educational Scavenger Hunt</i>	5	3-4	1-2	0	
Resources for school field Trips	9-10	6-8	3-5	0-2	
How do you learn from assessments?	9-10	6-8	3-5	0-2	
Collaborative Planning interview	18-25	10-17	4-9	0-3	
School's Emergency Plan	9-10	6-8	3-5	0-2	
Classroom Evacuation Procedures	9-10	6-8	3-5	0-2	
Classroom Schedule	9-10	6-8	3-5	0-2	
Major Provisions in IDEA	18-25	10-17	4-9	0-3	
Components of IEP	18-25	10-17	4-9	0-3	
Components of IFSP	18-25	10-17	4-9	0-3	
Components of EIP	18-25	10-17	4-9	0-3	
Components of 504 Plan	18-25	10-17	4-9	0-3	
Define Inclusion	18-25	10-17	4-9	0-3	
Exceptionality List and Definition from your school	18-25	10-17	4-9	0-3	
Copyright Laws Do's and Don't's	18-25	10-17	4-9	0-3	
Brief summary of Professional Teacher organizations	18-25	10-17	4-9	0-3	
Professional Organization Chart	18-25	10-17	4-9	0-3	
Copy of GADOE Provided Insurance	9-10	6-8	3-5	0-2	
Grammar/Organization	90-100	80-89	70-79	0-69	
Total	1130				

Table of Contents: should clearly state each page that is in your PLP in chronological order. The way the PLP rubric is set up should be the order in which your PLP is organized.

Divider Pages should clearly identify section. The pages should be typed and creative.

Philosophy Paper:

Resume: Revise your resume to include new experiences especially those completed through this pathway.

4 Letters of Recommendation: You should have four letters of recommendation from a previous employer or teacher. This cannot be any relation to you that is not of a professional nature.

List of References: This would be a list of 10 people who would provide glowing recommendations for your abilities. This list should be professional and have the following components. Person's name, relationship, and phone number.

SPAGE Card: Place your membership card here.

Teaching Contract: Will be given in class and must be signed for you to enter the classroom.

List of Awards and Activities: This should be a list including all of your accolades and accomplishments during high school.

List of ECE Standards mastered: Will be given in class and found on the h:drive complete checklist by providing justification of Standard mastery.

Bi Weekly Newsletter: This newsletter should be completed while interning at your school. The letter should contain information for parents as to who you are and what you plan to do in the classroom. It should be professional and typed. Make sure to include relevant information that parents would want to know.

Ethical Essay: This is an essay that should describe your personal ethical values in the classroom. It should display knowledge of the NAEYC code of ethics and the GA professional code of ethics. This paper should be double spaced and typed.

Ethical Article Summary: Read two articles concerning ethical practices in the classroom. Summarize both articles and include a copy of each article.

Classroom Management Book Report: From a list of books provided in class choose one book and summarize classroom management strategies found within the text. Explain if you would use them in your classroom why or why not?

Classroom Management Plan: Create your own classroom management plan. Provide examples of how to utilize the plan, visuals if applicable, rewards and consequences of the system. Also include a justification of why this is an effective classroom management plan.

List of Assessments: This should be a list of at least 5 different types of assessments and the advantages and disadvantages of each.

Copy of Grade Level GPS: Print a copy of GPS for your interning grade level.

All Lesson Plans: Should include the GPS standard, Learning Objectives, Developmentally Appropriate Assessments, and modifications for gifted and special needs students. It would be a good idea to assess your class and determine what special needs you might need to modify for. Choose at least two of these lesson plans to implement in the classroom and provide a thoughtful reflection concerning what went well and what could have gone better.

Resources for school field trips: What are the policies at your interning school for field trips? Include any paperwork you are required to fill out for your particular school.

How do you learn from assessments: Interview your mentor teacher and assess how she/he uses data from their students to learn and implement lesson plans. Include a brief summary of the interview and your findings.

Collaborative Planning interview: Interview your mentor teacher and ask how collaborative planning is used in his/her school. What are the benefits and disadvantages of collaborative planning? Include a brief summary of your findings.

School's Emergency Plan: Provide a copy of your interning school's emergency plan

Classroom Evacuation Procedures: Provide a brief summary of your classroom's evacuation procedures for fire drill, tornado drill, intruder, and bomb threat.

Classroom Schedule : Include a schedule of your interning classes full day. Provide time and events.

Major Provisions in IDEA: Using the website provided briefly describe the major provisions for this act.

Components of IEP: Define IEP and briefly describe the components of this plan and how it is beneficial to teachers, parents, and students.

Components of IFSP: Define IFSP and briefly describe the components of this plan and how it is beneficial to teachers, parents, and students.

Components of EIP: Define EIP and briefly describe the components of this plan and how it is beneficial to teachers, parents, and students.

Components of 504 Plan: Define 504 plan and briefly describe the components of this plan and how it is beneficial to teachers, parents, and students.

Define Inclusion: Include a brief definition of inclusion and examples of how it is used in your school.

Exceptionality List and Definition from your school: Define exceptionality and then research the different exceptionalities in your school. Type the definition and list of exceptionalities but be mindful of confidentiality.

Copyright Laws Do's and Don'ts: Interview your media specialist and obtain information about copyright laws. Create a list of Do's and Don'ts obtained through the information given by your media specialist.

Brief summary of Professional Teacher organizations: Research GAE, ACTE, PAGE, NAEYC, NEA and type a brief summary of each organization and what it does for you as a teacher.

Professional Organization Chart: What are the different insurance benefits provided by each professional organization? Create a chart that easily organizes this information.

Copy of GADOE Provided Insurance: Find and print a copy of the insurance provided to teachers from the GA Department of education.