

The teacher licensure process at Grinnell, throughout Iowa, and in many other states uses a type of assessment called performance assessment. This means that rather than the more common and indirect method that considers letter grades in courses, direct evidence of each of the required competencies is required. If a competency is some required knowledge, then a class paper or exam could provide direct evidence. However, if the competency is leading a good discussion, then a videotape or an on-site evaluation would be a much more direct assessment. To help you organize and track the evidence you will accumulate as you go through our program, we have developed this electronic filing system.

## **GETTING STARTED**

1. Notice that you have five folders within the folder with your user name. The first is labeled “Getting Started”, and it contains the document you are now reading and others with helpful directions and explanations. Note particularly the document that is a spreadsheet of all the standards and likely relevant assignments from each course. There is also a master list of all the standards. The other four folders are: teaching, ethical reflection, research and leadership. Within each of those you will find the standards related to that area of our program. You may create additional folders such as a folder for the work from each of your classes or a folder for each standard.
2. There is no one best way to approach the task of filing documents. You could file documents as soon as you turn them in or get them back from a professor. In that case your task in preparing for a conference would be to select from those filed which ones you would like to submit. We will only consider documents that you officially discuss in your conference, but you may store anything you want in your electronic folder. Another approach would be to wait until you are getting ready for a conference, read a particular standard and search for relevant evidence to file. Do consult the schedule below that lists all the standards that you must address at any given conference. While you will be considered to be making acceptable progress if there a few standards that you do not pass on your first attempt, you must at least address all that are on the list.
3. In examining the grid of standards by courses, you will see that some items are in bold. The bold indicates the most likely source of relevant items and also indicates our expectation of when you should pass a particular standard.
4. When you submit a document, you should label, highlight, italicize, or in some other manner indicate the relevant portion(s) of the document, so faculty examining what you have filed can easily find the sections you want them to look at.
5. Document naming. Please name the documents you file with a name that is as descriptive as possible. Getting in the habit of doing this when you first create a file will be helpful to you and to your faculty team. Do not simply label them with letters or numbers or vague labels like paper#1 or project.
6. Folder organization. Please use an organization system that is as transparent and clear to your readers as possible. A system that requires having multiple

- documents open and cumbersome cross referencing should be avoided. Consult with faculty if you are uncertain about the organization you are developing.
7. Rationales. At your conference you will need to provide an oral rationale for the items you have filed. If you want to put all your rationales in one document that you use at the conference and then give to faculty, that is one logical approach. If you prefer to speak from notes, then you should write rationales on each of the documents themselves.
  8. Read the other documents in this folder that explain the conference process and the criteria we will use in evaluating your submissions. In particular, read over the file with sample rationales.
  9. If you have documents that are not electronic, you may use them by scanning them into a file. There is a scanner in Steiner 204 that you can use. There are some disadvantages to scanned images, the chief one being that you can't easily edit them. However, some handwritten documents or graphic material will need to be scanned. You may also quote an evaluation from a faculty member, peer or K-12 teacher.

#### OTHER DOCUMENTS IN GETTING STARTED FOLDER

1. Standards. List of all the Standards at once, organized into the four groups of teaching, research, ethical reflection and leadership.
2. K6PerfAssess\_05.xls and 7-12PerfAssess\_05.xls. This is a grid of standards by course. Be sure to select the elementary or secondary grid according to your licensure plans. The charts are not necessarily the best and certainly not the only way to meet the standards. You could go through our program and meet all the standards and expectations without ever looking at the chart, so if it looks overwhelming, just ignore it. However, we thought it might be helpful, so it is there if you want to use it.
3. perfassess\_criteria. Lists the three criteria you should address at your conference and that will be used in examining the documents you have filed.
4. Perf\_Assess\_Conferences. Describes the conference, your responsibility, and how you will be notified after the conference.
5. SampleRationales. Provides both good and poor examples of possible rationales.

#### **Schedule of Conferences and Expectations for Progress**

Here is a guide to help you plan your conferences during which you will present evidence in support of meeting the performance assessment standards for licensure. See other documentation in your folder on the server about how to prepare for the conferences, the criteria by which you will be evaluated, and the specific language of each standard.

##### 1<sup>st</sup> Conference:

When: After completing Educational Psychology (EDU 221); after admittance to the Education program; spring of sophomore or junior year or fall of junior or senior year.

What: You must attempt to pass the following standards:

ER1, ER2, ER3, ER5, ER6, ER7, R1, T1, and T11 (and ER4 if completed EDU 21X).

Old codes: A1, A2, B1 ,B2, E1, F1, F2, G1, H1 (and B3 if completed EDU 21X).

2<sup>nd</sup> Conference:

When: After (all) methods courses and before student teaching; spring of senior year or early fall of ninth semester.

What: You must attempt to pass the following **new** standards:  
L1, L2, L3, T4, T6, T7, T12, T14, (ER4) ER8, ER9, ER11, and ER12.

Old codes: A3, (B3,) B4, B5, C1, C3, D1, G2, G3, G4, I1, I2, J1.

3<sup>rd</sup> Conference:

When: Before applying for licensure.

What: You must pass *every* standard including the following **new** standards:  
L4, L5, L6, L8, L9, T5, T9, T10, T13, T15, R2, R3, and R4.

Old codes: C2, C4, D2, E2, E3, F3, G5, H2, H3, H4, I3, I4, J2