

Date: April 27, 2004

To: TEU Faculty and Staff

From: Beth Hartung

RE: E-portfolio Advising Session Notes

As discussed at the April 16, 2004 TEU meeting, we need a process for tracking candidate approval of the UW-La Crosse Teacher Education Standards. Thank you to all who offered advice on how to improve the form. I believe it is necessary to use only a paper copy of the form this semester, however, I will research the possibility of submitting the form on-line for future use.

I view this form as having three essential purposes:

1. To provide a guide for the portfolio advising process,
2. To verify review of candidates' portfolios, and
3. To track approval of standards for each candidate.

In order to make this data gathering process successful, I will need the support and cooperation of all faculty involved in reviewing portfolios. Depending on which program you reside in, the advising system will vary. Hopefully the design of the form will meet all program needs. If not, we will have a chance to review the form and process on May 18th and make necessary changes.

As you advise a candidate within your program, please complete the following steps:

1. Fill out a paper copy of the E-Portfolio Advising Session Notes form. It might be helpful to think of this as a record keeping form, NOT an evaluation form.
2. At the closing of the advising session, with the candidate, please sign and date the form.
3. Ask the candidate if she/he would like a copy of the form. If yes, please provide him or her with a photocopy.
4. Make an additional photocopy of the form to send to me in 335 C. Morris Hall. Please send me the completed forms BEFORE the end of the semester.
5. Keep the original in your files to refer to during the next portfolio advising session.
6. Once a candidate completes a program, you will be able to shred or keep the file as you wish.

Again, thank you for your cooperation. Please let me know if you have any questions or concerns. I am looking forward to May 18th and the opportunity to fill in the missing pieces of our e-portfolio process.