

**MAT ePortfolio Rubric  
Final Check**

<b>Evidence / Levels</b>	<b>MET</b>	<b>NOT MET</b>
<b>Preliminary Documents</b>	<p><b>Cover Letter:</b> Follows format Control of surface features Sufficient detail</p> <p><b>Philosophy:</b> Updated—changes made to philosophy statement submitted It contains:</p> <ul style="list-style-type: none"> <li>• Beliefs</li> <li>• Practices which reflect beliefs</li> <li>• At least three APA references and citations</li> </ul> <p><b>Curriculum Contract</b> <b>Statement of Ownership</b> <b>Code of Ethics: NKU and KY</b></p>	<p>Not up to date- no information Format not followed Errors in surface features Missing most necessary information</p> <hr/> <p>Not updated- no changes made since initial submission</p> <p>All parts not included</p>
<b>Letter of Introduction</b>	<p>Control of surface features Written as a letter with all parts It contains:</p> <ul style="list-style-type: none"> <li>• Overview of teaching experience</li> <li>• Gives context of current position</li> <li>• Describes current student, school, setting</li> <li>• Student characteristics of all students worked with this semester, including diversity demographics (socio-economic, ethnic/racial, students with disabilities, limited English proficiency)</li> </ul>	<p>Does not address one or more of the following, as described in the Met column:</p> <ul style="list-style-type: none"> <li>• School factors</li> <li>• Classroom factors</li> <li>• Student characteristics</li> </ul> <p>Errors in surface features</p>
<b>Artifacts</b>	<p>Include three or more artifacts Artifacts included are to support Kentucky Teacher Standards. (KTS)</p> <ul style="list-style-type: none"> <li>• At least 10 KTS must be documented through artifacts</li> <li>• If the artifacts have been graded, you should make any needed corrections and revisions before attaching them to the ePortfolio. Your artifacts should demonstrate your best work and should support the learning described</li> </ul>	<p>The required number of KTS not addressed</p> <p>Artifacts are not appropriate for a given standard</p> <p>Artifacts have not been updated to reflect corrections and revisions</p>

	<p>in your reflection. Remember – as you write your reflection, one artifact might actually demonstrate competence in more than one Standard.</p>	
<p><b>Reflection</b></p>	<p>The reflection should demonstrate your learning and professional growth through this semester. Your reflection should address the following criteria:</p> <ul style="list-style-type: none"> <li>• Write ONE reflection</li> <li>• Describe your professional growth through this semester</li> <li>• Support your learning with links to relevant artifacts.</li> <li>• Detailed description of interactions/ collaboration with diverse students, to include the following categories of students: socio-economic, ethnic/racial, students with disabilities, and limited English proficiency.</li> <li>• Provide evidence of your impact on student learning.</li> <li>• Within the reflection, state which Kentucky Teacher Standard each artifact addresses. Keep in mind that an artifact may address more than one Standard. You are encouraged to use the wording of the Standard in your reflection.</li> </ul> <p>Through your reflection, you want to demonstrate a clear connection between what you have learned, the artifacts you offer as support, and the Kentucky Teacher Standards you address. You may, however, choose to include additional artifacts.</p>	<ul style="list-style-type: none"> <li>• No reflection</li> <li>• Limited or vague description of professional growth</li> <li>• Impact on student learning vague or missing</li> <li>• Artifacts not cited</li> <li>• Kentucky Teacher Standards not addressed</li> <li>• Kentucky Teacher Standards not listed</li> <li>• Less than required standards addressed</li> <li>• Errors in surface details</li> </ul>
	<p><b>*Must receive MET in all areas to have an ACCEPTABLE portfolio at the end of the program</b></p>	