

Portfolio Checksheet (Students should print this page and include it as a part of their portfolio.)

Within the last six weeks of the semester in which the student intends to complete their certification, he/she shall submit a portfolio for evaluation by the full-time members of the EDIL faculty.

Please complete the following checklist:

Print out this checksheet and include it in the front of the portfolio.

Name of student (Please print): _____ MSU ID# _____

- _____ This checksheet **has been completed** and is included in the front of the portfolio.
- _____ The portfolio is arranged according to the [Interstate School Leaders Licensure Consortium \(ISSLC\) Standards](#) and contains original coursework that demonstrates some of my leadership skills.
- _____ Artifacts completed as a part of a class include the course number and the semester in which the course was taken. (Note: It is expected that work for each course taken during the certification process will be a part of the portfolio. Copies of PowerPoint presentations, handouts, or other material received in class that do not show evidence of student reflection and/or work are NOT to be included. **Artifacts are work that the student has completed** or in limited cases work that others may have done and the student has added to, reflected upon, and/or modified.)
- _____ Other artifacts that reflect leadership skills that have been completed as a part of professional responsibilities are included. These artifacts are dated. (Note: *Privacy of parents and P-12 students is to be maintained when selecting material for the portfolio. Therefore, information identifying individual students is to be removed or otherwise blocked from the reader's view.*)
- _____ The front of the portfolio OR the first page clearly states the certification(s)/degree being sought. (e.g. Masters in School Administration, Director of Pupil Personnel, Instructional Supervisor, Superintendent).
- _____ A Table of Contents is included. The Table of Contents is to be divided into the six ISLLC Standards and **lists each artifact** included with each Standard. Here are some of examples:

Standard 3	Budget completed for School Finance class
	Synopsis of court case completed for School Law Class
Standard 4	Newsletter I send home to parents
- _____ **The artifacts are my original work.** [Note: *Artifacts MAY include assignments completed as part of class and a limited number of projects completed as a part of a group in which the student worked (no more than 2 artifacts per Standard should include work completed as a group). Work done by other students and received as a part of a class shall NOT be included.*]
- _____ A self-evaluation has been completed using the Portfolio Scoring Rubric and is included in the front of the portfolio.

Student's Signature

Date Portfolio Submitted

Name of EDIL faculty member to whom portfolio was submitted

A total portfolio score of twelve (12) or higher is required for recommendation for certification. If any Standard is scored a 0 or 1, the portfolio will need to be revised before a recommendation for certification is made.