To: Field I and II students
From: Dr. Ed Glickman
Re: Directions for Completing the Activities-Artifact Rubric

Organizing and Numbering Artifacts

Organize and label your artifacts in a separate section of your portfolio and number each item sequentially. Each artifact, therefore, will have its own numerical identifier, which should match standard and the number entered on the rubric. At the beginning of the Artifact section, include a list of all artifacts with a brief description of each, and its identification number. For example:

Artifact List

<table>
<thead>
<tr>
<th>Activity Number</th>
<th>Artifact Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1a</td>
<td>Power Point presentation of Mission Statement</td>
</tr>
<tr>
<td>28</td>
<td>3a</td>
<td>Agenda from Faculty Mtg. at which I presented</td>
</tr>
<tr>
<td>14</td>
<td>4a</td>
<td>Correspondence to PTA Chairperson re: my fundraiser</td>
</tr>
</tbody>
</table>

Several artifacts may address more than one activity. In that case, simply list the artifact’s identifying number in the appropriate box on the Rubric for each activity it addresses.

Performance Rubric

The first column of the Rubric identifies the various activities that you are required to complete during Field I and II. The second column lists the ELCC standard, which corresponds to each activity. You can find a detailed description of these activities listed on my web site under Course Requirements.

Across from each activity is a column in which you are to list the number of each artifact you are submitting in your Portfolio binder that demonstrates some level of completion of the activity. You must indicate your work on each activity (except Items 1 – 3), by inserting the number, which corresponds to the standard and a letter for each artifact in the appropriate column.

Numbering Log Sheets

File your Log Sheets in a separate section of your portfolio and number them sequentially. In some cases, you may not have an artifact relating to a particular activity, but your daily log entry may demonstrate work you have done related to it. In that instance, you should enter the appropriate Log Sheet number in the column, which corresponds to the activity so that I will know to look at that log sheet when assessing your work regarding that activity.