



## History-Subject Matter Portfolio Guidelines

(Adapted and used with permission from CSUSF)

### Why a Portfolio?

The California Commission on Teacher Credentialing “Single Subject Matter Standards: Social Science” (February 2003) established standards for assessing student achievement in social science preparation programs. Standard 7, Assessment of Subject Matter Competence, requires that *summative assessments of subject matter competence include a defined process that incorporates multiple measures of performance evaluation*. The portfolio is an important part of this summative assessment.

### What Should My Portfolio Look Like?

All materials should be placed in a **clean three ring binder**. Students are strongly encouraged to use typed index dividers to clearly identify different sections of the portfolio. The first page should be a **cover page including your name, the semester, date, and the title "History/Social Science Subject Matter Preparation Program Portfolio."** With the exception of written examinations included as evidence, all documents included in the portfolio must be typed and **thoroughly edited**. The portfolio must project your qualities as an aspiring professional.

### What Goes in My Portfolio?

Each portfolio must contain the following documents:

- 1) A Table of Contents (to immediately follow the Cover Page);
- 2) Copies of an official CSUDH transcript as well as community college transcripts if CC courses are being used to meet lower-division program requirements;
- 3) A copy of the pre-credential preparation advising form for Education Option/History-Social Science Subject Matter Program, signed and dated by the departmental Credential Advisor;
  - a) letters of recommendation solicited for application to a teacher credential program (if required);

#### Summary Statement:

- 4) Include a 2-to-3 page typed description of yourself and your development as a social scientist/teacher. As an integral component of your materials, this statement should be well written, and thoughtful. The statement is a formal document, so please organize your thoughts carefully and express them concisely. Students are encouraged to:
  - a) introduce themselves and identify their short and long-term career goals
  - b) explain how they became interested in history and the social sciences and why they believe history and social science are important;
  - c) explain why they think that history and social science education are important, as well as why they want to become teachers
  - d) explain how their educational/professional experiences have prepared them to pursue a career as a history/social science teacher.
- 5) Copies of written assignments from program courses, including in-class exams, formal writing assignments, individual or group projects, or lesson plan assignments. Two or three exemplary assignments should be included for each CTC subject matter standard: World



Perspectives, National Perspectives, State Perspectives, Citizen Perspectives, Principles of Economics, and Principles of Geography.

### **Submission and Evaluation of the Portfolio**

Because it contains personal information, the portfolio will be treated as a confidential document. Only you, the department's Credential Advisor (the Department Chairperson) and the College of Education Credential Analyst will have access to your portfolio.

Students are encouraged to submit a draft of the portfolio to the History Department Credential Advisor prior to the end of their final semester at CSUDH. The advisor will conduct a preliminary evaluation, and provide feedback to help students improve their submissions. Students may then submit a final portfolio to the Credential Advisor at the end of the semester (that is, after final grades have posted). If the portfolio meets the department's standards, it will be returned to you and you will receive a certificate confirming subject matter competence, which must be filed with the Credential Analyst in the College of Education. The Credential Advisor evaluates portfolios using the criteria provided below (see pgs.15-6). Only students whose portfolios are deemed "Distinguished" or "Proficient" will be certified as subject matter competent.

For more information contact:

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