

Literacy Master's Portfolio Guide

Literacy Department

M.ED. in Reading

West Chester University



Appendix A: Literacy Master's Portfolio Contract

My signature on this page indicates that I understand my responsibilities and obligations in relation to the Portfolio Requirement of the M.Ed. in Reading Program:

- I have read the Portfolio Policy in the graduate catalog published during my year of entry into the program.
- I am aware that I must access the assignment description and related documents on the Literacy Department's website and that I may address any questions related to the requirements and/or timeline and logistics to the current Literacy Department Assessment Coordinator and/or Graduate Coordinator. I recognize that the assignment description and related documents on the department's website contain information and details that are not reflected in this contract.
- I understand that it is recommended that I develop a system to keep track of and organize the theoretical perspectives and theories about which I have learned in the program. I understand that I need to purchase and read *Lenses of Reading: An Introduction to Theories and Models* (Tracey & Morrow, 2017) and that sections of this text will be used in some courses across the program.
- Because artifacts should come from different courses at different points in my program, I understand that it is in my best interest to save and store all work completed in my courses at least until artifacts are selected for final inclusion in the portfolio. It is solely my responsibility to save and store my work in the M.Ed. Program. In the event that I lose my work, it is my responsibility to locate, recreate, and/or utilize the work that I do have. I recognize that this may impact my ability to successfully complete this requirement of the program.

- All artifacts should be my or my group's original coursework. If I choose to submit an artifact that was completed as part of a group, I must be prepared to explain how the artifact directed my individual evolution as a learner/reading professional.
- I recognize that the portfolio reflection statements and vision statement are not completed in the confines of any particular course and that I must allocate my own time to complete these portions of the portfolio.
- I understand that it is my responsibility to attend a portfolio review session prior to the submission of my final portfolio. I recognize that this is the only structured opportunity to receive feedback on my work. I understand that the better prepared I am, the more productive this review session will be.
- I understand that I am not permitted to solicit feedback regarding the portfolio reflection statements and vision statement from any faculty member prior to submitting my portfolio for evaluation.
- The signed contract must be returned to the Literacy Office (Krista Carstens, department secretary) within one month of receiving your acceptance letter.

Student Signature

Graduate Coordinator Signature