

PORTFOLIO ARTIFACT RECONCILIATION FORM

Electronic Portfolio

This form is to be used for transfer students (teacher candidates) bringing in portfolio artifacts completed at other teacher preparation programs. Transfer students may inquire in the department office for their major as to the appropriate program coordinator to contact. Artifacts related to content competencies should be reviewed by the content area program coordinator. Artifacts related to the 15 general teaching competencies should be reviewed by the professional sequence program coordinator.

Students/teacher candidates are responsible for the following:

- 1) Contacting the program coordinator and establishing a meeting to review and evaluate transfer artifacts.
- 2) For equivalent artifacts*, uploading the Reconciliation Form (scanned) and the transferred artifact (scanned or electronic file).
- 3) For artifacts that candidates must complete (non-equivalent), completing the UCO artifact assignment and submitting it to the program coordinator for assessment within one semester's time.

Program coordinators (content area & professional sequence) are responsible for the following:

- 1) Meeting with the candidate to review and evaluate the candidate's artifact and determine if the artifact is equivalent to a UCO program artifact.

Option 1:

- 2) If equivalent, indicating the equivalency below by listing the artifact name and signing on the appropriate line.
- 3) Providing the completed form to the candidate for scanning and uploading with the equivalent artifact. Candidates should attach the uploaded form to the appropriate artifact. It is not assessed.

Option2:

- 2) If the artifact is not equivalent, the program coordinator should provide the UCO artifact assignment, assessment rubric, and instructions for the candidate to complete the artifact for assessment and upload.
- 3) For those artifacts that candidates must complete, program coordinators will serve as the assessors.

PROGRAM AREA

Modern Languages Education

Equivalent Artifact Name	UCO Artifact/Course	Coordinator's Signature
_____	Oral Proficiency	_____
_____	Mid-point Proficiency	_____
_____	Scholarly Language	_____
_____	Cultural Outreach	_____
_____	Professional & Cultural Dev.	_____
_____	Additional Artifact	_____
Not Transferable	TWS (Student Teaching)	Transfer candidates must complete student teaching at UCO

*Equivalent artifacts assess the same competencies (content area and/or general teaching competencies) as those assessed by the UCO artifact. NOTE: This form will also be used by UCO candidates using the e-portfolio for artifacts completed prior to Fall 04 implementation.