

CLASS PDS

Applicant Steps for the Portfolio Process

Steps for the Applicant to Follow:

1. Request and review a copy of the “CLASS PDS Portfolio Process Handbook”
2. Obtain and complete an application at least one semester prior to the semester you seek to be admitted (due no later than the end of the drop/add period).
3. Make an appointment with the CLASS Program Coordinator, Dr. Bumper White to review your application.
4. Make an appointment with Dr. Kathie Blinick, Director of the Office for Prior Learning Assessment, to discuss the individual portfolio construction process.
5. Register for EDU 100 (unless directed otherwise) and indicate to the course professor that you intend to portfolio into the CLASS PDS program.
6. Register for SBS or HRD 200J (unless directed otherwise)
7. Students should also consider registering for ENG 100C, MAT 108, & LAC 150.
8. Make an appointment with the Sherwood Heights partner school Site Coordinator, Mrs. Carol Miller, and meet the school principal.
9. Make an appointment with Auburn Middle School partner school Site Coordinator, Mrs. Carol Miller, and meet the school principal
10. Hand in calendar of expected field experience visitation dates to Program and Site Coord.
11. Prepare a detailed portfolio “binder” following all the stipulations as detailed in the “CLASS PDS Portfolio Process Handbook”.
12. Schedule dates for: submitting the portfolio, having an admissions interview and making a portfolio presentation (these must occur at least two weeks prior to the start of the semester).

Requirements:

Grade of A in EDU 100 (if enrolled).

Letter of recommendation from the EDU 100 course professor (if enrolled).

Letter of recommendation from a classroom teacher in whose classroom you worked.

Letter of recommendation from the Site Coordinator (if applicable).

Letter of recommendation from a principal (optional)

Satisfactory completion of the field experience.

Successful admissions application meeting all academic requirements.

Successful preparation and acceptance of your portfolio.

Successful admissions interview.

Successful oral presentation of the portfolio.

Positive review by the CLASS Committee to Assess Prior Learning

Contact People:

The Program Coordinator, along with the CLASS Committee to Assess Prior Learning is responsible for assessing relevant prior learning with respect to both course work and field experiences.

Members on this committee may include: CLASS Program Coordinator, Director of Student Services and/or Enrollment Services and/or LAC Dean, current CLASS Student, Partner school Site Coordinator and/or classroom teacher/s and LAC faculty members. The committee will review the applicant’s request and communicate their decision in writing just prior to the beginning of the semester so the student should have alternative plans in hand.