

**DIRECTION FOR COMPLETING THE
CSU, LONG BEACH APE SPECIALISTS TEACHING
PORTFOLIO NOTEBOOK**

Each candidate must submit an APE Teaching Portfolio notebook to the Department APE Specialist Coordinator as part of successfully completing the APE Specialist program. Evaluation of each candidate by the APE Specialist Coordinator is as follows.

Knowledge Base Standard:

The successful completion of each knowledge base standard is by receiving a **grade of a C or better** in the listed course next to the standard. Circle the course you completed. If you have completed an equivalent course at another university write in the course and university. **If the course is not completed at CSULB you need to include a transcript for verification.**

Application Base Standards

The successful completion of each application base standard will be conducted by proving a sample of your work that are to be included in your portfolio notebook. In the space provided next to the standard, write in your example of an application standard. These samples can vary and include; skill videotape analysis, lab assignments or reports, unit plan, lesson plan, IEP, assessment report, videotape sample of teaching, samples of behavior management plan, development of cooperative game, unique activity or equipment modification, letters from supervisors from outside teaching/practicum experiences, samples of conferences or workshops attended, and research project or independent study samples. More specifically consider the following:

- (1) **Field Experiences:** verification of experiences (letters from supervisors from outside teaching/practicum experiences)
- (2) **Scientific Principles of Motor Behavior:** skill rubric or checklist, task analysis, skill videotape analysis
- (3) **Measurement Concepts of Assessment:** assessment report
- (4) **Program Development:** unit or lesson plan, IEP
- (5) **Practices for Program Development:** unique activity (i.e., cooperative activity) or equipment or activity modification
- (6) **Principles of Behavior Management:** behavior management plan, rules chart, level system chart
- (7) **Leadership & Professional Development:** conference or workshop attended, professional membership (CAHPERD)

Grading Rubric for Application Base Standard:

The successful completion of each application base standard will require providing samples of work that are to be included in your portfolio notebook. A 3-point rubric will evaluate each application base standard. The 3-point rubric will rank each sample as:

3: Met Standard with Distinction

2: Met Standard Satisfactorily

0-1: Standard Not Met or Not Satisfactory (needs more material) & revise example with suggestions by the reviewer.

The candidate must revise and resubmit a sample or artifact of their work from that deficient content area.

Total Composite Score: is based on the 7 application items evaluated by the reviewer, the APE Coordinator

Distinction: 21-18 pts (no individual item rating below a two to receive distinction)

Satisfactory: 17-14 pts

Not Satisfactory: 13 pts or below

Any application standard receiving a 0-1 meaning not met or not satisfactory (needs more material) must be revised with suggestions given by the reviewer. The candidate must revise and resubmit a sample of the work from that deficient content area.

