




**Department of Special Education**  
**Preparing for Internship Portfolio Submission Guidelines**  
**Special Education Severe Intellectual Disabilities**

Candidates are responsible for assembling and submitting a complete acceptable Preparing for Internship Portfolio (PFI).

We are transitioning to an online portfolio system using . Thus, some artifacts have been assessed online while others are in hard copy form only. We ask that you submit hard copies of all rubrics including those submitted on Chalk & Wire at this time.

Use the following link to acquire the directions and the portfolio forms needed for submission.

<http://www.ric.edu/specialeducation/Pages/Portfolios.aspx>

**Portfolios** are to be submitted to the Department Secretary, Mrs. Jeanne Morris by **2:00 p.m.** in Horace Mann 049. **Due: Last day of Classes in Spring and Fall Semesters**

**When organizing your portfolio please include the following:**

- **personal contact information** as the front page of your Portfolio. Personal contact information should include **your name, address, phone number(s) and RIC email address only**.  
*(This information will be used to contact students immediately if problems occur during the review process.)*
- your name on the spine of the binder.
- print a **current transcript** that documents a GPA of 3.0 or better and SPED course grades of B or better
- **Special Education Field Work Form**
- **A copy of your Special Education ETS/PRACTIS Examinee Score Report(s)** (pages 1-3) on Rhode Island Department of Education (RIDE) applicable Praxis Tests  
**Core Knowledge in Severe to Profound Applications (5545) Passing score 164 or higher**
- **DO NOT** use plastic page sleeves.

The portfolio should be organized into sections, one section for each primary **course artifact** and graded rubric

- **SPED 300: Case Study**
- **SPED 310: Classroom Structure Project**
- **SPED 435: Assessment/ IEP Unit and 2 RI-ICEE's** (course professor and practicum teacher)
- **SPED 436: Curriculum Modification Project and 2 RI-ICEE's** (course professor and practicum teacher)
- **SPED 525: Communication Project**
- **SPED 526: Curriculum Modification Project**

*A Rhode Island Innovation Consortium Educator Evaluation IRI-ICEE) is completed by the practicum teacher and the course professor. This protocol is used for observations of the teacher candidate in the school setting. (Fall 2017)*

Portfolios are due the last day of classes prior to a placement. Internship placements will be cancelled without a successful completed Preparing for Internship Portfolio submitted. Portfolios can be picked up one month after submission. They will be in the department for one semester then destroyed.