

Physical Education Certification Portfolio Requirement Guidelines

- **Each student will complete a total of 100 hours of independent field based experiences**
- These experiences may NOT come from required coursework hours or experiences
- Students must maintain a separate log of all their independent experiences that lists the date, number of hours, area of experience (school, coaching, or community), level (secondary or elementary), location, contact person (name, phone, & email), and the signature of the person. Examples of this log can be found under forms on the MyCEHD website

All independent field based experiences must include a MINIMUM of 25 hours from each of the three (3) areas below. The remaining 25 hours may be counted towards any area.

COACHING:

25 hours minimum: at least 5 hours in elementary* and 5 hours in secondary**

- School-based classroom (PE) observation
- Community-based programs (Kids Klub, Boys and Girls club)
- Coaching (school or community based)

COMMUNITY-BASED PROGRAMS (Not Coaching)

25 hours minimum: at least 5 hours in elementary* and 5 hours in secondary**

- Boys and Girls Club
- Camp Counselor
- Scouts
- Big Brother/Sister
- Juvenile Courts
- Community Education Literacy or Math programs (HOSTS)
- Community Centers
- Other Community-based programs with approval of KNFB 222 instructor

SCHOOL- BASED PROGRAMS (Not Coaching)

25 hours minimum: at least 5 hours in elementary* and 5 hours in secondary**

- These hours must come from observing/volunteering in a classroom either in a public or private school

*Elementary = Pre-K – 6

**Secondary = 7th -12th

PORTFOLIO and ADMISSION to PROFESSIONAL PHASE:

- Successful (C or better) completion of KNFB 222
- Student will continue to build their portfolio throughout the rest of their coursework after the completion of KNFB 222
- Detailed requirements for the portfolio and the instruction of portfolio submission can be found under forms on the MyCEHD website

FINAL PORTFOLIO REVIEW/DEFENSE:

- **Total Hours:** Must be completed in its entirety (100 hours).
- **Portfolio includes:**
 - Introduction, professional photo, and email address.
 - Philosophy of Education
 - Experiences: descriptions of the three experiences student had with coaching, community and school based programs.
 - Standards: Artifacts supporting each program standard.
 - Self-assessment (What have you learned in the process, and what you still need to learn)
 - Resume (To be used in job application)
- **DEADLINE:** Must set up the review/defense date prior to Q-drop of the semester enrolled in KNFB 416.
- **Student teaching placement** dependent upon completion of the final portfolio review/defense.
- Portfolio final defense must be arranged with the portfolio chairperson:
Dr. Ping Xiang **Phone:** 845-1668 **Office:** 300-B Blocker