

# ELPS 688 Practicum Course Assignments

**Your Practicum in Educational Administration Portfolio (E-Portfolio) includes the following:**

**1. BI-WEEKLY PRACTICUM UPDATES 1-7**

Students will complete a total of SEVEN (7) written practicum template logs that includes both practicum activities that occurred during the two-week period and written reflection responses to assigned prompts. Template is provided in Canvas “Assignment Modules”.

**(CAPEs Assessed: 1A through 6BA)**

**2. ADMINISTRATOR SHADOW EXPERIENCES:**

Students will complete two (2) administrator shadow experiences, one elementary, and one secondary. One shadow experience should be in-person at your own school site, with your school administrator, and the second experience can be in the form of a zoom principal interview or in-person. For each shadow experience, students will submit a 5-minute max. CANVAS Discussion Video to include the following: (a) the context and description of the shadow experience; (b) an analysis of the leadership skills and dispositions evident and/or discussed with the administrator; and (c) a reflection on the shadow experience.

**(CAPEs Assessed: 1A through 6BA)**

**3. CACE/CAPE Six Standards Activities and Artifacts:**

Students will complete and submit a total of eighteen (18) CACE/CAPE standards activities and artifacts. Students will label and align each practicum activity to a CPSEL standard and specific CAPE element. A total of 18 activities and artifacts are to be submitted. Eighteen (18) separate CAPE elements are to be documented by the student for inclusion the E-Portfolio in ELPS 688. Template is provided in Canvas “Assignment Modules.”

**(CAPEs Assessed: 1A through 6BA)**

- **Assignments** are to be submitted no later than 11:59 pm of their due dates unless prior arrangements have been made.
- **All written assignments** will be expected to adhere to the citation and style structure as dictated by the APA 7<sup>th</sup> ed. Publication Manual (2020) in either Microsoft word, or Microsoft PowerPoint.