

# PORTFOLIO CHECKLIST FOR ECE 102

Using the notebook with dividers that you assembled in 101, add the following items listed in bold print:

<p><b>Professionalism:</b>          Resume          Reflective Essay          Code of Ethics          Info. On Professional Organizations  <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>Instructor assessment of student's work</b>  <input type="checkbox"/> <b>Self-evaluation of student work</b>  <input type="checkbox"/> <b>Level One credential</b></p>	<p><b>Guidance:</b>          Anecdotal records          Handouts and Articles  <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>Direct and Indirect Guidance sheet</b>  <input type="checkbox"/> <b>Praise and Encouragement</b></p>
<p><b>Health, Nutrition and Safety:</b>          Health and Safety Checklist – completed          Information on USDA Food Program          Menu samples          Policies and Procedures on hand washing, toy &amp; tabletop cleaning, diapering, routine safety check procedures, information on ratios, class size and class space requirements  <b>Add in 102:</b>  <input type="checkbox"/> <b>Completed Colorado State Rules and Regulations evaluation</b></p>	<p><b>Family &amp; Community Relationships:</b>          Parent resource lists          Materials to share with parents  <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>Ideas for parent participation</b></p>
<p><b>Child Growth &amp; Development</b>          Erikson's Life-span history          Historical Time Line essay          How I Learn Milestones – observation          Miscellaneous Checklists  <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>Three or more individual child observations</b>  <input type="checkbox"/> <b>Two or more group observations</b></p>	<p><b>Diversity:</b>          Doll activity and story          Other materials collected by student  <input type="checkbox"/> <b>Examining our personal "prisms"</b>  <input type="checkbox"/> <b>ITERS or ECERS classroom evaluation for diversity</b></p>
<p><b>Developmentally Appropriate Practices</b>          First floor plan design          Enrichment activity cards          Developmentally appropriate activity lists          Curriculum planning tools &amp; lists  <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>Activity ideas</b></p>	<p><b>Administration &amp; Supervision:</b>          Samples of:         <ul style="list-style-type: none"> <li>• Family and staff handbook</li> <li>• Newsletters</li> <li>• Child abuse &amp; neglect report</li> <li>• Colorado Rules and Regulations</li> </ul> <b>Add in ECE 102:</b>  <input type="checkbox"/> <b>CDE brochure on child abuse</b></p>