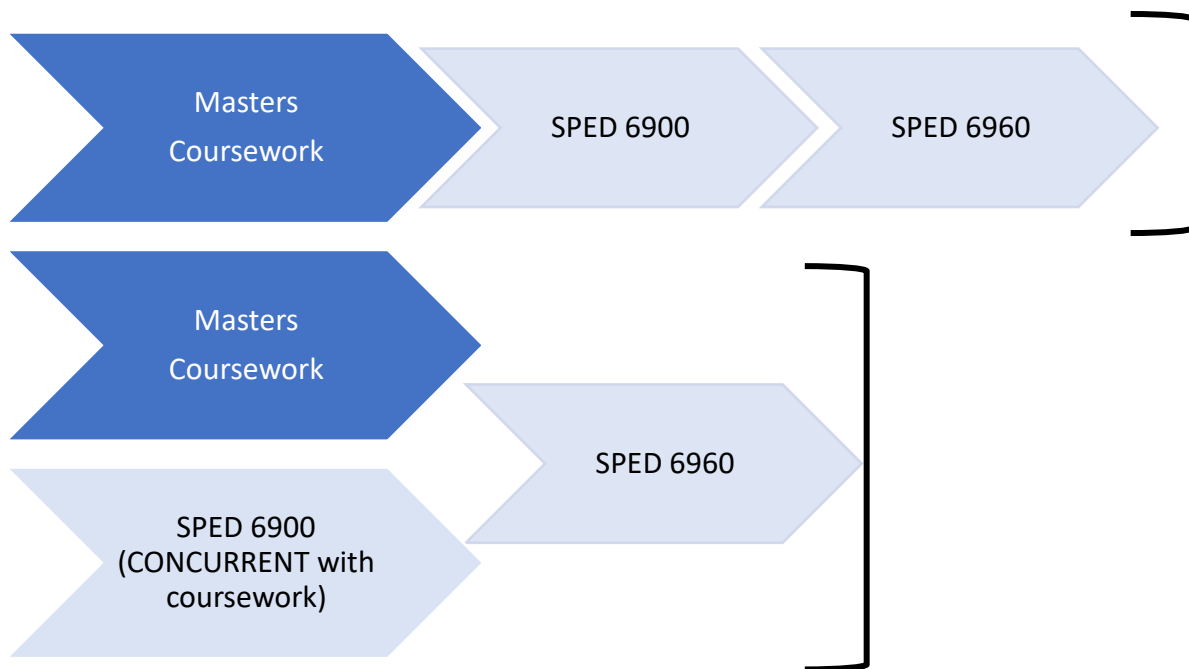


Master's Creative Project (Plan B): Professional Portfolio
Master's of Education (M.Ed) Culminating Project
Department of Special Education and Rehabilitation Counseling
Utah State University

A professional portfolio is the culminating project for the Master's of Education degree (Creative Project: Plan B). The overarching goal of a master's professional portfolio are for the student to demonstrate technical writing skills at an advanced professional level. Additionally, the portfolio should provide the student with model documents usable in career advancement. Ideally, the initial and refined drafts of the master's professional portfolio should embody the final creative project (Plan B) for a master's degree.

A 16-30 page professional portfolio will consist of (1) a synopsis, (2) research literature review, and (3) two additional reports given five options. The options are (1) an assessment report, (2) a curriculum or behavioral program intervention report, (3) a personnel preparation report, (4) a collaboration report, or (5) another option determined by the advisor and student with approval from the student's master's committee. The literature review should address at least three research articles on a particular topic selected by the student and advisor. Portfolio components are aligned with the Council for Exceptional Children Advanced Preparation Standards (2020): <https://exceptionalchildren.org/standards/advanced-special-education-preparation-standards>

Two courses are taken to complete the master's professional portfolio. SPED 6900 (Independent Study: 3 credits) should be taken prior to SPED 6960 (Creative Project: 6 credits). SPED 6900 can be taken at the conclusion of other master's coursework followed by SPED 6960. Or, SPED 6900 can be taken concurrently with other master's coursework followed by SPED 6960. See these alternatives below:



In SPED 6900 (3 credits), the student will complete the following assignments with feedback from the student's master's advisor. These assignments are described in the SPED 6900 syllabus.

SPED 6900 Assignments

1. Research Literature Review Assignment I: Introduction of a Research Literature Review: Problem Statement, Definitions, and Rationale.
2. Research Literature Review Assignment II: Paragraph Describing Method Used to Conduct the Literature Review.
3. Research Literature Review Assignment III: Literature Review and References.
4. First draft: Introduction, Research Literature Review, and References.
5. Second draft: Introduction, Research Literature Review, and References.
6. Outline of Two Reports: Students will write a 1-page outline for TWO of the following four options:
 - a. An assessment report of a student's skills such as a curriculum-based assessment, behavior observation, ecological inventory, or other informal assessment. The student may be on the teacher's caseload but all identifying information must be removed. Information in the report must be strictly confidential.
 - b. A curriculum/intervention report such as a multi-tiered intervention. The student may be on the teacher's caseload but all identifying information must be removed. Information in the report must be strictly confidential.
 - c. A report of personnel preparation involving paraeducators, other related-service personnel, teachers, or other individuals or group of adults who receive training from the master's student. The report should describe the topic of training, training sessions held, content of training, and results/outcomes of training. Peer coaching, mentor-mentee activities, or co-teaching reports may be considered acceptable if approved by the instructor. Information in the report must be held strictly confidential; all participating personnel should be de-identified.
 - d. A report of collaboration with other professionals, such as professional learning communities, interdisciplinary committees, IEP teams, etc. The report should describe the collaboration objective, meetings held, content of the collaboration, and results/outcomes of collaboration. Information in the report must be held strictly confidential; all participating personnel should be de-identified.
 - e. The student and instructor may elect for the student to write an outline on another topic not listed here. The alternative topic should be approved by the student's master's committee before work is performed.
7. **Proposal Meeting: Presentation to Student's Committee.** With guidance from the student's instructor, the student will present the full research literature review, references,

and outlines for two reports to the student's committee in a "proposal meeting." The committee will provide feedback to the student and instructor.

SPED 6960 (Creative Project: 6 credits) Assignments

1. The master's committee feedback should be incorporated into the student's research literature review in preparation for presentation to the master's committee at a "defense meeting."
2. Two full reports that follow outlines (see #6 above) will be written and presented to the student's master's committee at the defense meeting for feedback.
3. Defense meeting: Presentation to Student's Committee. The student will present the revised research literature review and two full reports to the master's committee in a defense meeting along with a synopsis (i.e., summary of portfolio) and professional resumé. These elements will be presented by the student as evidence of having completed the creative project. The student's committee may provide feedback and recommend modifications to all aspects of the professional portfolio, including synopsis, literature review, reports, and professional resumé. Recommended modifications should be made by the student with guidance from the advisor. The committee may ask to see the modifications before providing a passing grade on the creative project.