

**Boise State University College of Education**  
**Protocol for Obtaining Credit for the GT Practicum based on Prior**  
**Experience**

The portfolio review process is intended to provide an opportunity for you to demonstrate your professionalism and competence as a GT facilitator. We want you to make yourself look good in each entry in your portfolio. Your portfolio may become part of your local GT program evaluation, a resource for parents to learn about your programs, or even as part of a future job interview. Make it something you will be proud to display to anyone.

1. Read the GT Practicum Competencies Checklist and pull information from your files that demonstrates how you have fulfilled each of these competencies.
2. Put the documentation in a notebook that follows the order of the competencies on the GT Practicum Competencies Checklist.
3. Place tabs at the beginning of each section that label each section consistent with the GT Practicum Competencies Checklist. Label each entry with a typed insert, coversheet, or tab. Please include a brief statement that indicates how you used the item in your GT program. Plastic page holders (3 hole punched, open on the top to put things inside the pocket, clear to see through) work well for this.
4. The notebook/portfolio should include, but is not limited to the following:
  - a table of contents; reviewers should be able to match entries to the list of practicum competencies
  - the GT Practicum Competencies Checklist
  - an introductory letter describing the purpose of the portfolio; write the letter as if the reader/reviewer had no previous experience with GT
  - letters of evaluation from immediate supervisor(s)
  - site visit checklist (if appropriate)
  - documentation for each competency as described above
5. If you are not the creator of an entry, cite the original author, the purpose of the item in the portfolio, and how you have used this person's work in your program.
6. Complete the 'Credit for Prior Learning' form and the College of Education GT Practicum form. The forms are available at Boise State University College of Education, Peer Advising Office, Room 206. The forms must be signed and dated by the department chair, the state designated reviewer, and the dean of the college of education.
7. Make payment of \$75.00 to the Boise State University Administration payment office in the Administration Building, Room 211.
8. Submit the forms, receipt of payment, and portfolio/notebook to:  
Dr. Larry Rogien, Assistant Professor  
Program Coordinator for Gifted and Talented Education  
Department of Curriculum, Instruction, and Foundational Studies  
Boise State University  
Boise, ID 83725-1745

**There are three reviewers for the portfolios. Please allow three weeks to process the review and the accompanying paperwork.**