



Department of Educational Leadership & Professional Studies
College of Education
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Dear faculty, mentors, and guests:

On behalf of the faculty in the Educational Leadership Program, I would like to thank you for participating in our exit interviews for our Cohort II Delran M.Ed. candidates. I appreciate the time you took from your busy schedule to spend several hours with us during this required summative evaluation. Your comments and input are important and a critical component to this exit interview process.

There are three documents that accompany this letter: 1) Exit Interview Complete Rubric 2) List of Twenty Suggested Questions, and 3) an Exit Interview Scoring Form. Evaluators are requested to provide feedback using the Exit Interview Scoring Form in two areas: 1) Overall impression of the portfolio and display board, and b) overall impression of responses to interview questions. A copy of the electronic portfolio will be given to the program director for subsequent review and evaluation using the detailed rubric. This more extensive review is not expected of those participating in the interview process.

Please spend approximately five minutes with each candidate asking a minimum of two questions. Feel free to engage candidates in a dialogue to help you gain a better appreciation of the candidates' depth of knowledge and understanding as well as their ability to articulate their opinions as educational leaders. Each candidate's presentation should include the following:

- A display board including visually salient materials that enhance program experiences
- An electronic portfolio running on a laptop for you to view for your overall impression.
- A copy of their completed Collaborative Action Research Project (CARP).

Thank you again for your assistance.

Sincerely,

Kevin J. Walsh, Ed.D.
Assistant Professor - Educational Leadership Program Director
William Paterson University
College of Education
Office # 4089
Phone # 973-720-3136

Name: _____

Date: May 4, 2011

**Educational Leadership
Program Display Board, Exit Interview and Portfolio Presentation**

Display: Record the appropriate rating (3-2-1) and optional comments based on the rubric for display board.

Portfolio: Record the appropriate rating (3-2-1) and optional comments regarding your overall impression of the electronic portfolio.

Interview: Record the appropriate rating (3-2-1) and optional comments based on your overall impression of the candidate's response to your interview questions.

Element #1	Target = 3	Acceptable = 2	Unacceptable = 1
Display Board	The candidate's display captured many of the essential understandings of the leadership program. The format, content, and organization were clear and thorough.	The candidate's display captured several of the essential understandings of the leadership program. The format, content, and organization were satisfactory.	The candidate's display was very limited and did not capture the essential understandings of the leadership program. The format, content, and organization did not reflect careful and meaningful preparation.
Element #2	Target = 3	Acceptable = 2	Unacceptable = 1
Interview	The candidate demonstrated competency in his/her knowledge, understanding, analysis, application, and evaluation of theories to practice in responding to all questions during the interview.	The candidate demonstrated competency in his/ her knowledge, understanding, analysis, application, and evaluation of theories to practice in responding to most questions during the interview.	The candidate did not demonstrate competency with respect to the knowledge, understanding, analysis, application, and evaluation of theories to practice in responding to most questions during the interview
Element #3	Target = 3	Acceptable = 2	Unacceptable = 1
Portfolio	All files in PDF format with Auto-run enabled The portfolio exhibits included all required course outcomes and links to all of the exhibits were active. Changes that demonstrate creativity and technology competency were made to the basic template. The portfolio contains a PPT slide show and evidence of MSWord, MS Excel spreadsheet, and MSAccess data base files as required for the course outcomes. At least one other media type file is included (video, music clip).	All files submitted in program format (MS Word, Excel, etc) without Auto-run enabled . The portfolio exhibits included most of the required course outcomes with at least 80% of the exhibit links active. No changes were made to the basic template. The candidate chose to use it as designed. The portfolio contains a PPT slide show and evidence of MSWord, MS Excel spreadsheet, and MSAccess data base files as required for the course outcomes. No other media files were included.	All files submitted in program format (MS Word, Excel, etc). without Auto-run not enabled for the PowerPoint presentation. The portfolio exhibits included some but not all required outcomes with less than 80% of the exhibit links active. No changes were made to the basic template. The candidate chose to use it as designed. The portfolio did not contain a PPT slide show and/or evidence of MSWord, MS Excel spreadsheet, and MSAccess data base files as required for the course outcomes. No other media files were included.

Name: _____

Date: May 4, 2011

Educational Leadership Exit Interview and Portfolio Presentation Scoring Form

	Candidates	ID	Program	Interview Rating	Display Board	Portfolio	Comments
1			M.Ed.				
2			M.Ed.				
3			M.Ed.				
4			M.Ed.				
5			M.Ed.				
6			M.Ed.				
7			M.Ed.				
8			M.Ed.				
9			M.Ed.				
10			M/Ed.				

Rating Key	Target = 3	Acceptable = 2	Unacceptable = 1
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