



OAKLAND CITY
UNIVERSITY

**PRIOR LEARNING ASSESSMENT PORTFOLIO
GUIDE**

Students at Oakland City University (OCU) may earn credit for significant learning experienced in work or service assignments. If the learning experience is legitimate within the context of course learning outcomes, as stated in a course syllabus, credit may be given. Specific policies guiding credit awarded for experiential learning are outlined in the academic catalog available on the Academics page of the OCU website at <http://intranet.oak.edu/academics/index.php>.

To apply for credit based on previous learning experience, students must complete and submit the Experiential Learning form (available on the Academics page of the OCU website) and a Prior Learning Assessment Portfolio including information about for each OCU course for which they wish their previous experience to transfer.

Prior Learning Assessment (PLA) Portfolio Components

The Prior Learning Assessment (PLA) Portfolio includes nine (9) components that must be addressed in order for the portfolio to be reviewed by faculty. These components are as follows and should appear in the order specified:

1. Title Page [1 page]
2. Table of Contents [1 page]
3. Current Resume [1-2 pages]
4. Autobiography / Educational Goals Statement [3 to 5 pages]
5. Explanation of Relationship Between Prior Learning and Specific OCU Course Learning Outcomes [1 to 2 pages]
6. Detailed Description of Significant Learning Experiences [2 – 4 pages]
7. Documentation of Learning including key supporting information such as transcript(s), evaluation(s), assessment(s), training/certificates, and appropriate letters [As many pages as necessary]
8. Academic transcripts [Length varies]
9. Additional documentation the student wishes to be considered as part of the review process. [Length varies]

Portfolio Component Details

1. TITLE PAGE

The title page of your portfolio serves to identify you and your intentions to the evaluator. It should contain the following information:

- Your name
- Your student identification number
- Your contact information (home address and home telephone number)
- Course Name and Course Number
- The date your learning portfolio is submitted for evaluation

Suggested length: 1 page.

For an example of a title page, refer to the [Sample Portfolio Title Page](#) located on the Appendix.

2. TABLE OF CONTENTS

Your portfolio's Table of Contents should clearly identify each element/section contained within the

document. There are eleven essential elements contained in each portfolio, and your table of contents should appear on a separate page. Wait until you finish compiling your portfolio before attempting to paginate the document. Any late additions and/or changes will necessitate a change in page numbers.

Suggested length: 1 page

3. CURRENT RESUME

A resume is a short, chronological account of an individual's qualifications and career. The resume is an essential element of your portfolio because it serves to introduce you to the assessor. Your resume should identify and briefly describe your educational history, training history, employment history, military service history, important personal/professional activities and interests, and a statement indicating how the reviewer can request professional references.

Suggested length: 1 to 2 pages

For an example of a title page, refer to the [Sample Resume/Resume Template](#) located on the Appendix.

4. AUTOBIOGRAPHY – PERSONAL EDUCATIONAL GOALS STATEMENT

This narrative allows you to communicate to the assessor who you are, what your learning experiences have been, areas of personal and professional growth and competencies, and your educational goals and reasons for seeking prior learning assessment through portfolio development to the assessor. This section should include the following four elements:

- An introduction of yourself to the reviewer. Include a brief description of your educational and career goals;
- A description of how your educational goals are linked to your work and other areas of your life;
- What degree you are seeking and why; and
- A conclusion with a brief statement affirming your intention to apply for credit at OCU by developing and submitting a learning portfolio for prior learning assessment.

Suggested length: 3 to 5 pages.

5. RELATIONSHIP BETWEEN PRIOR LEARNING AND SPECIFIC OCU COURSE LEARNING OUTCOMES

This section should include a narrative that describes how the competencies gained through previous professional training experience relate to specific courses at OCU required to complete your degree. It should also explain how any credit resulting from the prior learning assessment process could be used to meet degree and/or institutional requirements. You can use the [Relationship between Prior Learning and OCU Course Learning Outcomes](#) Template in the Appendix.

Your narrative should be course specific, and include the following:

- The academic degree program you want to pursue.
- Course(s) and/or subject/content area(s) within your chosen degree program for which you would like experiential learning to count towards and course-specific learning outcomes. Include course descriptions and learning outcomes (course descriptions are available on the academic catalog; learning outcomes for each course are listed on the course syllabus).
- Explanation of how previous learning experiences relate to/satisfy learning outcomes for each

course towards which experiential learning credit will be applied.

6. DETAILED DESCRIPTION OF YOUR SIGNIFICANT LEARNING EXPERIENCES AND COMPETENCIES

Provide an overview of your prior learning experience(s). Describe what you did, when you did it, where it occurred, who was there with you, and the reasoning behind your actions/experience in the [Significant Learning Worksheet](#) located on the Appendix. This completed worksheet will serve as the information source for this narrative.

Your narrative should address each of the following items with sufficient detail to provide evidence that your previous learning should count towards courses within your chosen degree program at OCU. It should provide the faculty evaluator with sufficient evidence that you have a firm grasp and understanding of what you have learned and what you can accomplish with this knowledge.

The Significant Learning Worksheet should include information about:

- The subject or content area that best describes what you learned from your prior learning experiences (e.g., Management, Marketing, Health Care, Music)
- A description of how you have applied what you learned (knowledge, skills and abilities/competencies) in specific jobs and/or other areas of your life (e.g., manager, computer operator)
- A description of how these competencies positively affected your work

Suggested length: 2 to 4 pages for each course/curricular area identified in portfolio.

7. DOCUMENTATION AND EVIDENCE OF LEARNING

This section of your portfolio provides evidence that the learning took place. Your goal for completing this portion of your portfolio should be to provide effective documentation as evidence of your prior learning. Effective documentation is characterized by the following:

- It provides evidence and support of what you know and your competencies.
- It is specifically geared to the area of knowledge in which you are petitioning for credit.
- It is logically and attractively presented.
- Each piece of documentation is accurately identified and labeled.
- It is not redundant. Excessive documentation tends to frustrate and confuse the evaluator

There are several types of documentation that can be used to support your portfolio and petition for equivalent credit.

Direct Sources of Evidence: Some examples of direct sources of evidence/documentation to showcase previous learning include:

- Licenses and Certificates Held: Copies of your licenses and/or certificates held as documentation. The college must verify all unofficial copies of licenses and certificates. Note: In some cases, only currently held and/or unencumbered licenses and/or certificates are acceptable.
- Certificates of Completion for Training: Certificates of Completion along with a detailed description of the training content as documentation for specific training programs/courses that you have successfully completed. The college must verify all unofficial copies of training certificates.

- **Work Samples:** You may submit samples of your own work (copies of reports, project papers, something you created, etc.) as documentation.

Indirect Sources of Evidence: Some examples of indirect sources of evidence/documentation are to showcase previous learning:

- **Letters from Employers / Trainers Written on Your Behalf:** Letters must identify and discuss your learning and competencies in specific content area(s) and appear on official letterhead.
- **Newspaper Articles:** Newspaper article(s) written about you, or about an activity in which you participated that reflects learning and competencies in a specific subject area.

Note: Keep original versions of all important and irreplaceable documentation. Additionally, you should not submit actual examples of any products and/or physical creation that you wish to have evaluated. Photographs of the object(s) along with detailed descriptions will be accepted as evidence.

Suggested length: as needed.

8. ACADEMIC TRANSCRIPTS

Include a recent copy of your transcripts from all colleges attended and those that documents your education.

9. ADDITIONAL INFORMATION AND DOCUMENTATION

Include additional information or other documentation that you believe support the granting of credit.

Appendices

1. [Prior Learning Assessment Information Release Form](#)
2. [Sample Title Page](#)
3. [Sample Resume/Resume Template](#)
4. [Significant Learning Worksheet](#)
5. [Relationship between Prior Learning and OCU Course Learning Outcomes](#)
6. [PLA Completion Checklist](#)



Prior Learning Assessment Information Release Form

Oakland City University
Office of Academic Affairs
138 N. Lucretia Street
Oakland City, IN 47660

Date: _____ Student #: _____

Student's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

I, _____ authorize you to release information in regards to my training, job and responsibilities to Oakland City University faculty, staff or their representative on request for the purpose of assessing my prior learning credentials.

This release is valid until revoked at my request.

Student Signature _____ Date _____



I hereby revoke the above information.

Student Signature _____ Date _____

Please return this form to the faculty mentor or advisor assisting with the portfolio development.

Sample Learning Portfolio Title Page

Portfolio Submitted by:

< Student's Name >>
<< Student's OCU ID Number >>
<< Home Mailing Address >>
<< Home Phone Number >>
<< E-mail Address >>

Submitted to the Office of Academic Affairs

For Prior Learning Assessment

and

Equivalency Evaluation

<< Date >>

I, _____, certify that the information in this portfolio and the supporting documentation submitted is true, accurate, and represents my original work.

Signature

Date

Sample Resume/Resume Template

<< Your Name >>
<< Your Street/Mailing Address >>
<< City, State Zip Code >>
<< Home Phone: (XXX) XXX.XXX >>

Education

(List your educational history beginning with the degree program you are currently pursuing. Continue listing any educational degrees you have completed, from the most recent until you list your high school diploma, or your GED.)

<< Type of Degree: (including major or area of concentration) >>
<< Granting Institution: >>
<< Address of Granting Institution: >>
<< Degree Completion Date: >>

Training

(List your training history beginning with the most recent training program you have completed or are currently taking. Continue listing training programs you have completed, from the most recent until you list your first (oldest) significant training program.)

<< Type of Training: (including area of concentration) >>
<< Granting Institution: >>
<< Address of Granting Institution: >>
<< Training Completion Date: >>
<< Brief Description of Training: >>

Employment History

(List your current or most current employment first. Continue listing the positions you have held from the most recent until you list your first (oldest) significant employment experience.)

<< Company/Organization Name: >>
<< Job Title: >>
<< Inclusive Employment Dates: >>
<< Brief Description of Job Responsibilities: >>

Professional Interests and Activities

(List all appropriate professional organizations, associations and clubs in which you have held an office or membership. Identify and describe any significant activities in which you were involved. You may also list any personal interests and hobbies you have that demonstrate knowledge, skills and abilities that are unique or highly developed.)

<< Organization Name: >>
<< Role/Office: >>
<< Inclusive Membership Dates: >>
<< Brief Description of Significant Projects and/or Activities: >>

References

(List at least three individuals who would provide you with a favorable work and personal references. Appropriate individuals include current or previous supervisors and community and organizational leaders. You should attempt to identify individuals in leadership positions who know you well enough to make credible comments concerning the quality of your work and overall character.)

<< Name of Reference and Telephone Number>>

<< Mailing Address >>

<< City, State Zip Code >>

<< email and phone number>>

<< Reference's Relationship to You -- employer, organizational leader, etc... >>



Significant Learning Worksheet

The Significant Learning Worksheet serves to guide the student through an analysis of their learning experiences and competencies. The student can alter their presentation of information related to their learning experiences and competencies as long as the same information is offered.

EXPERIENCE: Employment (List all employment)

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):

EXPERIENCE: Training and Work-Related Workshops

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):

EXPERIENCE: Volunteer Experience Related to Education

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):

EXPERIENCE: Military Experience

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):

EXPERIENCE: Certifications, Licenses, Awards and Other related Material

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):

EXPERIENCE: Other (Specify)

Time Spent in the Activity (Dates):

Description of the Duties and Activities:

Supporting Documentation (list):



Relationship between Prior Learning and OCU Course Learning Outcomes Template

Course:

Course Description:

Explanation of How Prior Learning Relates to Course:

Course Learning Outcome 1:

Detailed Description of Significant Learning Experiences Related to Course Learning Outcome 1:

Evidence Demonstrating Learning for Course Learning Outcome 1:

Course Learning Outcome 2:

Detailed Description of Significant Learning Experiences Related to Course Learning Outcome 2:

Evidence Demonstrating Learning for Course Learning Outcome 2:

Course Learning Outcome 3:

Detailed Description of Significant Learning Experiences Related to Course Learning Outcome 3:

Evidence Demonstrating Learning for Course Learning Outcome 3:

Course Learning Outcome 4:

Detailed Description of Significant Learning Experiences Related to Course Learning Outcome 4:

Evidence Demonstrating Learning for Course Learning Outcome 4:

Please add sections for any additional course learning outcomes.

Previous Learning Assessment Portfolio Completion Checklist

- Consulted with the academic advisor for PLA counseling, discussing this guide and the portfolio development process.
- Information Release Form completed and attached to portfolio.
- Title Sheet
- Table of Contents
- Current Resume
- Autobiography / Educational Goals Statement
- Explanation of How Prior Learning Relates to Specific OCU Course Learning Outcomes
- Detailed Description of Significant Learning Experiences
- Documentation of Learning
- Copy of the student's academic and police/corrections training transcripts

Also,

- Have your portfolio proofread to ensure completeness and accuracy
- Make a duplicate of your portfolio.