



OAKLAND CITY
UNIVERSITY

**PRIOR LEARNING ASSESSMENT PORTFOLIO
GUIDE FOR
OCU ATHLETES**

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 (4) 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. Current Resume [1-2 pages]
2. Explanation of Relationship Between Prior Learning and Specific OCU Course Learning Outcomes [1 to 2 pages]
3. Detailed Description of Significant Learning Experiences [2 – 4 pages]
4. Additional documentation the student wishes to be considered as part of the review process. [Length varies]

Portfolio Component Details

1. 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.

2. 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.

3. 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.

4. ADDITIONAL INFORMATION AND DOCUMENTATION

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

Appendices

1. [Sample Resume/Resume Template](#)
2. [Significant Learning Worksheet](#)
3. [Relationship between Prior Learning and OCU Course Learning Outcomes](#)
4. [PLA Completion Checklist](#)

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.
- Current Resume
- Explanation of How Prior Learning Relates to Specific OCU Course Learning Outcomes
- Detailed Description of Significant Learning Experiences
- Additional Documentation

Also,

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