



### **PORT2313: Portfolio Development for Prior Learning**

This course guides students through the Prior Learning Assessment process, following CAEL (Council for Adult and Experiential Learning) guidelines. Students will be encouraged to reflect on prior learning as a foundation for future learning. Using portfolio-based assessment, students will demonstrate mastery of college-level knowledge and skills and academic credit may be awarded.

This is a 5-week course and is available both in an online format and face to face in Bethany or Tulsa.

#### **Course Name and Number**

PORT2313 Portfolio Development for Prior Learning

#### **Textbook and Materials**

Colvin, Janet, Earn Credit for What You Know, 5th Edition, Kendall/Hunt Publishing, 2012

Prior Learning Assessment (PLA) Handbook.

#### **Course Learning Objectives and Competencies**

By the completion of this course and its requirements, students will be able to:

- Distinguish between learning and experience, giving examples of both
- Determine and articulate in writing individual's Journey of Faith (Biblical Discipleship) as it relates to each person's educational experiences and learning processes
- Articulate in writing her/his educational experiences and learning processes
- Create a PLA (Prior Learning Assessment)Portfolio for college credit according to CAEL standard
- Understand how we continue to learn from our experiences
- Conform to God's will as we use our experiences in our lifelong learning
- Accept responsibility for what we take in from our actions into our learned lessons
- Celebrate ourselves and give thanks for excellence in what we have learned
- Strive to set goals for present and future academic success

## **Course Schedule Outline**

All weeks run from 12:01 Monday morning to midnight Sunday. All graded components - with the exception of Discussion components (and others which may be noted) - must be completed to the end of each week, midnight Sunday. Initial postings in Discussion components are due by 11:59 Wednesday in each week. Response posts are due by the end of the week, midnight Sunday, in each week, but students are encouraged to complete them earlier.

### **Week 1**

Overview of Prior Learning Assessment

Assessment Methods

How to recognize learning from the 'experience'

Review individual degree plans and transcript(s) to identify remaining credits needed

Discussion forum

Submission of Academic Resume draft

### **Week 2**

Selection of topic to write on, using either the life learning paper (LLP) or professional schools and training (PST).

Outline for either paper chosen; Cluster Page if using the LLP

Portfolio Handbook (from SWCU)

Kolb – Four stages of learning cycle

Discussion forum

### **Week 3**

First draft of paper submitted for either the LLP (6-8pages) or PST (2-4 pages) for course requirement (paper will be 8-10 pages when submitted in final notebook for college credit)

Introduction of the Journey of Faith paper process

Discussion forum on sequence & items for course portfolio submission

Portfolio Handbook - reread

### **Week 4**

Organizing the portfolio: ordering pages – title page, TOC, Transcripts, Papers, Request for Credit form

Journey of Faith draft submission (6-8 pages for course requirement), with Cluster Page

Discussion forum

### **Week 5**

Culmination of portfolio process

Final edits/updates of written assignments in portfolio file following Handbook sequence guidelines

Review of standards of CAEL guidelines (Colvin, chp 4)

Discussion – for summary of course content – 'mind map' the five weeks and topics

## **Student Assessment**

The performance of students in this course is assessed through the following components:

### **1. Participation in the Weekly Spiritual Life Forum**

To receive points for the Weekly Spiritual Life Forum, students must write one original post in response to the devotional posted by the instructor in each week's forum. The content of the posting is not graded.

### **2. Participation in Weekly Discussion Forums.**

Students will participate in weekly discussion forums by posting an initial response to the Discussion component prompt and then replying to at least two classmates' posting throughout the week. Initial Discussion posts are due by 11:59 Wednesday. Response Discussion posts are due by the end of the week, midnight Sunday, but students are encouraged to complete them earlier. Grading is based on the grading rubric for Weekly Discussion Forums located on the appendix.

### **3. Academic Resume**

Students complete resume as explained in the Portfolio Handbook. They will identify experiences which reflect potential college-level learning, organize them in chronological order, and describe substance of each experience

### **4. Individual Written Academic Topic Paper – LLP or PST**

The students will choose one of the two paper options for the course requirement. The LLP is used to document on-the-job or independent learning through essay to detail the experience and identify the conceptual understanding from the experience. This is for learning that will need supporting 'evidence' or documentation to verify what the student claims to know. Details for steps and content, Portfolio Handbook, pp. 8-13 and pp. 39-48 for appendices to show sample paper and Cluster Page that will go with it.

The PST format is chosen if the student has more formal school and training certificates and/or licenses, described curriculum or documentation that does not need as much validation of what the student claims to know. The evaluator would typically be more familiar with the documentation for credit equivalency. See details for articulation worksheet, summary page & model PST, see pp 7-8 and pp. 29-35 for appendices.

This will be submitted in two parts. Part 1-Outline and Part 2-Final Paper

### **5. Journey of Faith paper.**

The Journey of Faith paper is a written testimony of the student's spiritual growth and possible transformation, equating content to follow the guiding questions to allow this paper to possibly fill the requirement for THEO 3133, Biblical Discipleship. Student will follow the same template as the LLP to include the four stages of the learning cycle. See details for cluster page and Joff paper in Handbook, pp. 45-54.

## 6. Supplemental pages and Final complete submission of portfolio

All remaining pages, Title page, TOC, Request for Credit, transcript – to add to the general portfolio papers and documents

Final complete submission of portfolio

Instructor will look at completed course requirement file for PORT 2313 that has all individual pieces in sequence and award organizational completion

## 7. Weekly Quizzes

Students will take weekly quizzes. Quizzes are true/false and multiple choice. Quizzes are open-book and open-note.

## Grading

Assignment	Points	Percent of grade
Weekly Spiritual Life Discussion Forum	50	5
Weekly Discussion Forum	150	15
Academic Resume	100	10
Life Learning or Professional Schools & Training Outline	50	5
Life Learning or Professional Schools & Training	150	15
Journey of Faith Paper	200	20
Supplemental pages and the Final complete submission of portfolio	200	20
Weekly Quizzes	100	10
<b>Total</b>	<b>1000</b>	<b>100%</b>