PLA PORTFOLIO STUDENT HANDBOOK

STEP 1:
Identify the courses in your degree plan you'd like to petition for credit. A separate portfolio submission is needed for each discipline/department.
STEP 2:
Meet with a faculty member in the identified subject to determine what artifacts would be needed to prove competency
STEP 3:
Assemble Portfolio
STEP 4:
Turn Portfolio in to Enrollment Services for payment and review

If you have any questions or issues, please contact the PPCC PLA Officer:

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COMMUNITY COLLEGE

DETAILED STEPS

These steps align with those listed on the first page, but provide additional details. This guide is exclusively for Portfolios and does not cover all types of Prior Learning Assessment. Please check www.ppcc.edu/pla for information on other types.

Knowledge and skills acquired through work and lifelong learning may be evaluated and validated through a formal portfolio assessment. A portfolio is a formal academic framework that students use to align their learning against competencies/learning outcomes of a course for the purpose of having a faculty subject matter expert evaluate their learning for college credit. The portfolio requires that students demonstrate their learning through a narrative and supporting artifacts specific to the course content. Below are the steps for doing a PLA portfolio. Each portfolio is unique to the student and their experience. Credit is not awarded for experience but for the *learning* gained from experience.

STEP 1:

You will need to first identify the courses in your degree plan you'd like to petition for credit. You can review your degree plan by accessing your Degree Check in the PPCC Student Portal. To find course information and competencies, search for the course under the Common Course Numbering System. If you are submitting for multiple courses across more than one discipline, you will need to submit separate portfolios for each discipline.

STEP 2:

Once a specific course has been identified, contact the department chair or other faculty member in that discipline to determine what artifacts they will require to prove competency. You will need to bring the course description and competencies along with a basic description of your previous experience that could meet the course requirements when speaking to the faculty person. This step is very important because you will be paying to have this reviewed. You will incur the cost no matter if the portfolio is approved or denied. No refunds will be given for any reason. Meeting with the faculty to determine what they will require should lower your risk of having it denied. Requests for re-evaluation will be charged at the same rate as the first-time assessment.

STEP 3:

Assemble your portfolio. See the Minimum Requirements on page 3 of this handbook for guidance.

STEP 4:

Turn the portfolio and signed PLA Student Agreement form to the PLA Officer via email. You will not get the portfolio returned to you so be sure to make copies. The payment will be processed and the portfolio forwarded to the necessary people for review and signatures. You will receive an email to your student account when the results of the review are received and if any credit is applied. It is possible that your portfolio may be provisionally accepted pending the submission and review of additional items. You may appeal the evaluation decision according to the appeal process outlined in the CCCS PLA Credit Manual.

MINIMUM REQUIREMENTS

There are certain items that must be included in a logical order before a portfolio can be considered for evaluation.

1. Signed PLA Student Agreement Form

The form covers the policies regarding PLA credit with the student signature confirming that the student understands the policies. Payment information is on the bottom of the page. Please contact the PLA Officer if you prefer to make payment directly to the cashier's office. Financial aid does not cover fees associated with portfolio assessment.

2. Cover Page and Table of Contents

The cover page should include your name and the course(s) you are petitioning.
The table of contents will list the separate parts of the portfolio that are included.

3. Print out of Degree Check

You can access your Degree Check through you student portal. This will show your degree progress and highlight what credit is still needed. Select the "Save as PDF" button to produce a printable copy.

4. Narrative of Intent

This narrative should introduce the student to the evaluator. It is a relevant but brief autobiographical presentation that ties together why the portfolio is being submitted and why the credit should be awarded. It is a general overview of what will be discussed in the Artifacts/Documentation section in detail.

5. Resume

A resume should be included when occupational courses are being petitioned. The resume is optional when only general education courses are being requested.

6. Copy of Course Competencies or Learning Outcomes

The course competencies and learning outcomes can be found on the Common Course Numbering System website.

7. Artifacts/Documentation

Verifiable documentation will be presented in the portfolio to support student requests for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the stated learning and provide the evaluator with qualitative evidence for evaluation. Work closely with the faculty member consulted in Step 2 to insure everything necessary is included. See Sample List of Artifacts/Documentation on page 4 for ideas.

SAMPLE LIST OF ARTIFACTS/DOCUMENTATION

This list does not cover all possible types of artifacts, but can be used to brainstorm possible artifacts you could provide.

- Certificates of Training: Students who have received training through non-traditional methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores).

- Industry Certifications: if the certification is a portion of what is being required to prove competency, submit it along with other documentation. If the certification stands alone to prove course competency, contact the PLA Officer (info on page 1) for further guidance.

- Portfolio of Works: Students requesting awarded credit in some fields may have a portfolio of their work, which will support their request. This can include everything from samples of items produced to pictures with accompanying descriptions.

- Demonstration of Competency: Some students may request credit in courses that can only be evaluated after a performance of their skills.

- Oral Interview: The evaluator may contact the student for a verbal discussion of his/her portfolio as a supplement to the written information provided.

- Awards and Honors: The student may provide copies of any awards and honors directly related to the competencies.

- Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors: These documents may be included to verify attainment of the competencies and/or learning outcomes for which the student is seeking credit.