

POLK STATE COLLEGE

SLS 2371 PRIOR LEARNING ASSESSMENT PORTFOLIO DEVELOPMENT

LAKELAND DEAN'S OFFICE: LLC 2255 PHONE: (863) 297-1024

WINTER HAVEN DEAN'S OFFICE: WSC 101 PHONE: (863) 297-1020

2 hours lecture, 2 credits

PREREQUISITES: ENC 1101 and placement in college-level math or completion of required college-preparatory math courses.

COURSE DESCRIPTION:

Students document experiential learning through the compilation of various components into a portfolio. Students write about and explain experiences and demonstrate masteries throughout the portfolio, which can then be used to apply for experiential credit assessment.

Note: Before beginning SLS 2371, students must complete the 6 steps below at www.polk.edu/pla:

1. Go to www.polk.edu/pla and review the following documents:
 - Polk State Prior Learning Assessment Portfolio PowerPoint (answer questions)
 - Polk State Prior Learning Portfolio Guidelines (write abstract)
2. Verify that you meet the qualifications:
 - Enrolled in a degree-seeking program at Polk State College
 - Completed ENC 1101 (or equivalent) and attained placement at college level in math or completed college preparatory math courses
 - Minimum of 3 years professional experience
3. Submit the following items to the appropriate program director:
 - Polk State Request for Prior Learning Assessment Credit form
 - Responses to PLA questions from Polk State Prior Learning Assessment Portfolio PowerPoint
 - Abstract from Polk State Prior Learning Portfolio Guidelines
 - Basic Course Information (BCI) Sheet for any course you are requesting credit for (see www.polk.edu/bci)
 - Resume
 - Unofficial college transcripts if applicable
4. Meet with appropriate program director
5. Once Program Director approves request to pursue PLA, decide whether to develop the portfolio independently or to take SLS 2371 *PLA Portfolio Development* to assist with portfolio development (**taking this course is recommended**).

6. Pay PLA fee of \$50 per credit requested at the Polk State cashier. This is a nonrefundable fee. Keep receipt to submit with Portfolio.

NOTE: PLA credits will not be transcribed until the student has completed 3 credits at Polk State College. Students may earn a maximum of 25% of the credit in the academic program for which they are enrolled.

POLK STATE COLLEGE MISSION AND OUTCOMES: Polk State College is a quality-driven educational institution, providing access to affordable associate and baccalaureate degrees, career certificates, and workforce development programs, delivered by diverse, qualified faculty and staff who are committed to student learning and achievement through the consistent practice of collaboration and focus on excellence. In line with this purpose, Polk State College's AS and certificate programs develop competence in career areas. A primary focus of this course is the development of competencies related to the following program learning outcome(s):

Communication: Demonstrate the ability to read, write, speak, and listen effectively, utilizing standard English.

Critical Thinking: Demonstrate the ability to reflect on, analyze, synthesize, and apply information through problem solving.

Information Literacy: Demonstrate the ability to access, evaluate, incorporate, organize, and document information.

COURSE OBJECTIVES:

Upon successful completion of this course, students will be able to:

- Define prior learning assessment and discuss its importance to adult learners
- Prepare an inventory of prior learning
- Identify opportunities to petition for PLA
- Identify and prepare appropriate documentation for application of PLA
- Write a cogent, grammatically and structurally correct narrative discussing experiential learning

COURSE CONTENT:

I. Prior Learning Assessment Process

- A. Introduction to PLA
- B. Adult learner profiles

II. Determining Educational Goals

- A. Clarifying educational goals
- B. Roadblocks
- C. Time management

- III. PLA Assessment and Coursework Planning
 - A. Mapping plan
 - B. Coursework fulfillment considerations
 - C. Overview of PLA options
- IV. Portfolio Development
 - A. Learning theory and application
 - B. Strengths and challenges of experiential learning
 - C. Intelligences and how they affect PLA
 - D. Bloom's Taxonomy
- V. Portfolio Contents, Assessment, Planning, and Learning Chronology
 - A. Contents
 - B. Planning portfolio
 - C. Portfolio evaluation
 - D. Learning autobiography
- VI. Research, Organization, and Prewriting Strategies
 - A. Acceptable format
 - B. Elements of course syllabus
 - C. Organizational strategies
 - D. Editing
- VII. Writing about Learning
 - A. Detailed description of learning
 - B. Description of experience
 - C. Competencies
 - D. Level of learning
- VIII. Compiling Supporting Documentation
 - A. Supporting documentation
 - B. Letters of verification
 - C. Organization and references
 - D. Electronic portfolio tips
 - E. Submission preparation

TEXTBOOK AND OTHER REQUIREMENTS:

Textbook information is provided in the course syllabus, at the campus bookstore, and on the campus bookstore website at: www.efollett.com.

THE GORDON RULE:

This is not a *Gordon Rule* course.

STUDENT HELP:

The professor is available for help during posted hours and by appointment during other non-class hours. Students are encouraged to seek assistance from the professor. To further the educational process, the campus Learning Resources Centers, comprised of the Teaching/Learning and Computing Center (TLCC) and library, are available for student use. Each resource provides qualified staff and up-to-date equipment and facilities to promote students' academic success. The TLCC provides tutoring services, computing resources, and

other instructional support. The library provides information resources, individual and group study space, research assistance, information literacy instruction, and computing resources. Each facility provides free wireless access to the Internet. Polk State College Library and TLCC hours of operation and tutoring schedules are posted at each facility and on the Polk State College website.

WITHDRAWING FROM A COURSE:

Students may officially withdraw from course(s) during any given term, provided they follow the appropriate policy and procedure. Following the conclusion of the Drop/Add Period, a student may officially withdraw without academic penalty from any credit course, provided he or she has submitted the appropriate forms to the Student Services Office no later than the published deadline. The published deadline reflects approximately (but no more than) 70% of the term, based upon the course's scheduled duration. It is the student's responsibility to submit these withdrawal forms; failure to do so may result in a grade of *F* in the course. Under the *Forgiveness Policy*, a student is allowed only three attempts in any one course: one initial enrollment and two repeats. A student is not allowed to withdraw from a third course attempt. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted. Prior to withdrawing from a course, the student should consult with the Financial Aid Office to determine what impact, if any, withdrawal from the course will have on his or her financial aid status. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who has been penalized for academic dishonesty in a course is not eligible to withdraw from the course.

REPEATING A COURSE:

Students may officially withdraw from course(s) during any given term, provided they follow the appropriate policy and procedure. Following the conclusion of the Drop/Add Period, a student may officially withdraw without academic penalty from any credit course, provided he or she has submitted the appropriate forms to the Student Services Office no later than the published deadline. The published deadline reflects approximately (but no more than) 70% of the term, based upon the course's scheduled duration. It is the student's responsibility to submit these withdrawal forms; failure to do so may result in a grade of *F* in the course. Under the *Forgiveness Policy*, a student is allowed only three attempts in any one course: one initial enrollment and two repeats. A student is not allowed to withdraw from a third course attempt. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted. Prior to withdrawing from a course, the student should consult with the Financial Aid Office to determine what impact, if any, withdrawal from the course will have on his or her financial aid status. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who has been penalized for academic dishonesty in a course is not eligible to withdraw from the course.

ACADEMIC DISHONESTY:

Each student is responsible for his or her work. It is assumed that each student is honest and will abide by this standard; however, in the event that there is an indication or suspicion of cheating/plagiarism, the situation shall be dealt with in accordance with the published College policy. Copies of this policy are available in the Student Services Office. Students should also refer to the course syllabus for more specific information.

INFORMATION TECHNOLOGY ACCESS/USE POLICY:

All individuals who employ the information technology resources provided by Polk State College (this includes, but is not limited to, telephones, computers, the Polk State College Local Area and Wide Area Networks, and the Internet) must use these resources for academic purposes

only. Use of these resources is a privilege, not a right. Inappropriate use can result in revocation or suspension of this privilege.

EQUAL ACCESS/OPPORTUNITY:

Polk State College is an equal access, equal opportunity institution committed to excellence through diversity in education. The College complies with all state and federal laws granting rights to applicants for admission to the College. Polk State College is committed to the equitable treatment of all students in a learning environment free of discrimination and harassment. Polk State College's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Students who believe they have been a victim of discrimination or sexual harassment should contact the Polk State College Equity Officer, Ms. Valparisa Baker, at 863-292-3602 or vbaker@polk.edu.

EQUAL OPPORTUNITY FOR STUDENTS WITH DISABILITIES:

The college complies with Americans with Disabilities Act and provides equal educational opportunity for qualified individuals. A student with a disability who requires special accommodations or auxiliary aids under *The Americans with Disabilities Act* (ADA) should contact the Student Services Office on either campus and speak with the Coordinator of Academic Advising.

EVALUATION CRITERIA:

This is a pass/fail course.