



BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

Locations throughout Florida www.barry.edu/ACE

**The Experiential Learning Portfolio Program:
Earn College Credit for Learning From Your Work
and Community Service Experiences!**

You May Not Have Been In Higher
Education But You Never Stopped
Learning From Your Experiences!





BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

Experiential Learning and Prior Learning Assessment at ACE

**The School of Adult and Continuing Education (ACE) at
Barry University is a leader in:**

- **the assessment of experiential learning**
- **equating adult learning experiences to
academic disciplines**





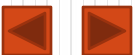
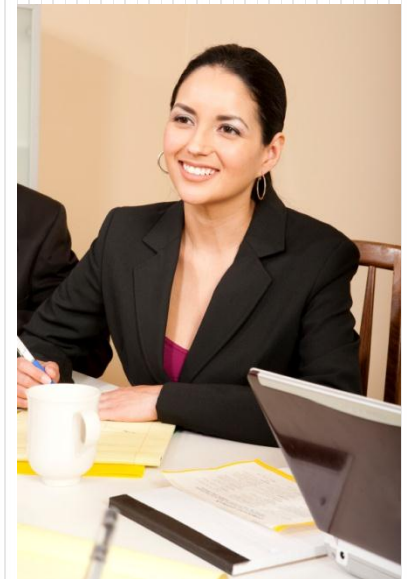
BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

What Is Experiential Learning ?

Experiential learning is:

- learning acquired outside of traditional classroom settings
- learning through reflective thinking on professional/personal experiences
- learning by doing





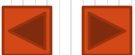
BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

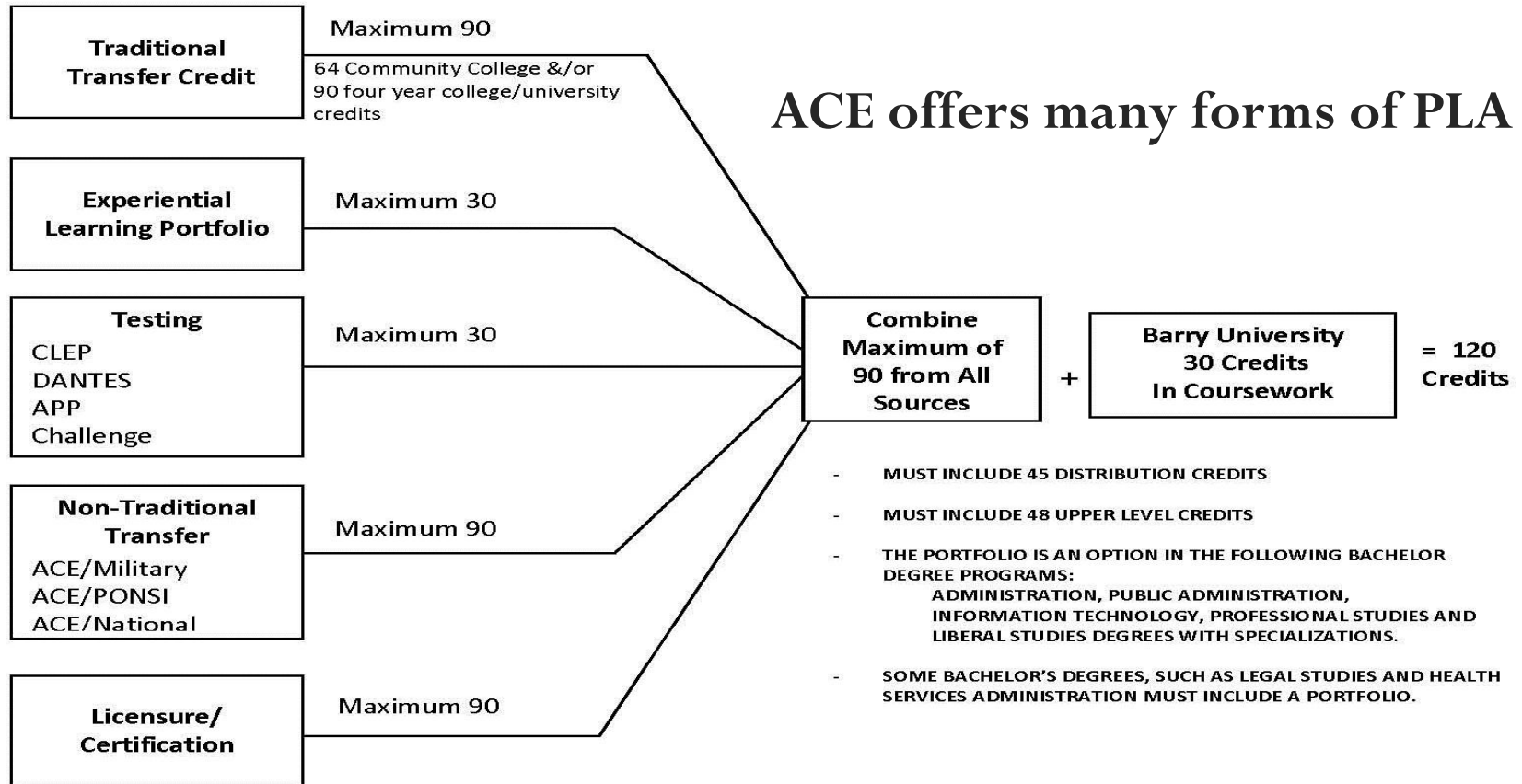
What Is An Experiential Learning Portfolio?

The Experiential Learning Portfolio is:

- used by over 1,200 colleges & universities in the United States for granting academic credit for such learning
- one method used at ACE whereby students can demonstrate learning from experience and obtain credit toward their degrees
- completed in one of two formats: paper based (binder) or electronic (CD/DVD)



Prior Learning Assessment (PLA)



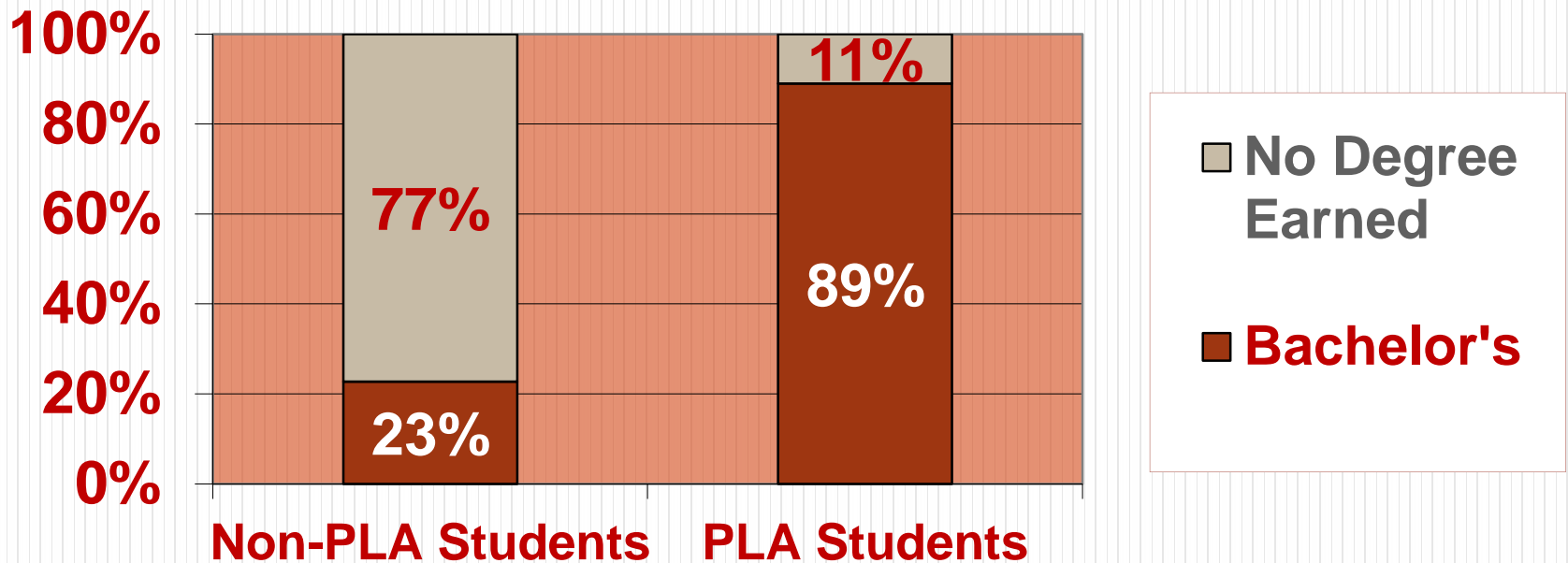
College credit may also be earned through licensure/certification, CLEP testing, American Council on Education military transcript, DANTES, PONSI, and other methods. For more information go to: <http://student.barry.edu.ezproxy.barry.edu/ace/programs/factbook/>



Why Complete an Experiential Learning Portfolio?

Adults who earn PLA credit have better graduation rates as reported by a CAEL Research Study, 2010

Barry - ACE Degree Completion Comparison PLA Students vs. Non-PLA



Only 23 % of non-PLA students completed a degree vs. 89% of the PLA students.



What the Portfolio Can Do For You!

Earn your degree in a shorter period of time

❑ Reduce time to degree completion



For example:

If you earn 30 credits from your portfolio –
this would be the equivalent of one year
of college courses

If you earn 15 credits from your portfolio –
this would be the equivalent of six
months of college courses



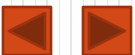
What the Portfolio Can Do For You!



Save money on cost of tuition

- **SAVE \$– save on your overall tuition! For example:**
 - 30 credits awarded = over \$13,000 in tuition saved
 - 15 credits awarded = over \$6500 in tuition saved
- *“Received excellent support from the Barry staff in completion of my portfolio. The Barry Team was there for me every step of way. The portfolio development gave me an opportunity to access the value and apply the knowledge of my learning experiences over time”...*

(actual testimonial from ACE student)



What the Portfolio Can Do For You!

Allows for a richer, self-reflective, student-centered approach to learning

❑ **Your completed portfolio can also serve as your Lifelong Learning and Professional Development Tool**

- A comprehensive record of your skills & experience!
- Great for job interviews, career advancement, and a roadmap of your future goals!

“...It has actually opened my eyes on what I have really accomplished and motivated me to keep moving. I am proud to say that thanks to this, I was promoted at work”. (actual testimonial from ACE student)



What the Portfolio Can Do For You!

Provides you a richer, self-reflective, student-centered approach to learning

❑ **Your completed portfolio can also serve as:**

- **your autobiography of accomplishments for future generations**

A treasured historical family document!



Why Complete an e-Portfolio? Added Value For You!

□ Your completed e-portfolio can also serve to:

▪ **highlight your Information & Communication Technology skills**



- Built on PowerPoint foundation
- Incorporates video, audio, pictures, hyperlinks
- Submitted on CD/DVD
- Can access and maintain throughout career





BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

HOW DO I START THE PORTFOLIO PROCESS?

- ❑ **Attend a Portfolio seminar where you'll receive the tools you need to get started:**
 - **a complete overview of the process**
 - **a Sample Portfolio to use as a guide**
 - **the Module Guide detailing each section**



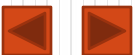
Portfolio Development Process

- Take advantage of the optional Workshops
 - Each section broken into manageable parts
 - Hands on guidance in the development process



“...the process has been perfected throughout the years, because I found it to be easy to follow with all the materials provided, especially the templates. This has been a wonderful experience in which I thought provided me the opportunity to recap my work & life experiences and be able to share them with my children who were utterly impressed” .

(actual testimonial from ACE student)

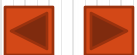


Portfolio Development Process

- ❑ Receive guidance throughout the entire process from your own academic advisor



“... My advisor was with me every step of the way. That made me feel so much better about the entire experience. Additionally, I believe I delivered a better product as a result of all the guidance & support”. (actual testimonial from ACE student)



Portfolio Development Process

- ❑ Complete the 5 main sections of the portfolio.
Each is designed to support the previous section:

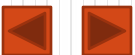
Introductory

Experiential Learning Resume

Learning Assessment Worksheet

Autobiographical Learning Essay

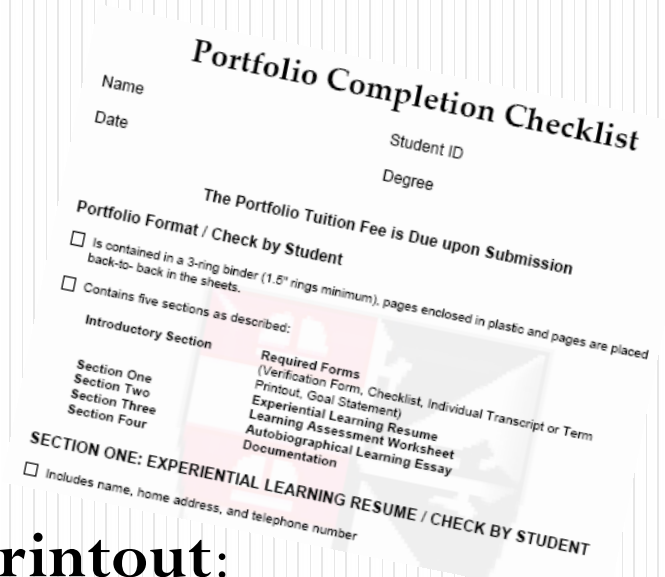
Documentation



Introductory Section

Consists of the required forms and the Goal Statement

- 1) Portfolio **Verification** form:
authenticates the portfolio development
- 2) Portfolio **Completion Checklist**:
tool to ensure areas are completed
- 3) The **Unofficial Transcript/Term Printout**:
your educational degree program summary
- 4) The **Goal Statement**: short essay connecting experiential learning, degree program, and professional/personal goals



Portfolio Completion Checklist

Name _____
Date _____
Student ID _____
Degree _____

The Portfolio Tuition Fee is Due upon Submission

Portfolio Format / Check by Student

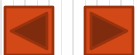
Is contained in a 3-ring binder (1.6" rings minimum), pages enclosed in plastic and pages are placed back-to-back in the sheets.

Contains five sections as described:

Introductory Section	Required Forms
Section One	(Verification Form, Checklist, Individual Transcript or Term Printout, Goal Statement)
Section Two	Experiential Learning Resume
Section Three	Learning Assessment Worksheet
Section Four	Autobiographical Learning Essay

SECTION ONE: EXPERIENTIAL LEARNING RESUME / CHECK BY STUDENT

Includes name, home address, and telephone number



Section 1: Experiential Learning Resume (ELR)

Identifies your major experiences that led to your learning

Two Areas & Six Categories

I. CREDIT AWARD AREA

PROFESSIONAL WORK EXPERIENCE

PROFESSIONAL ORGANIZATIONS/ACTIVITIES

COMMUNITY ACTIVITIES

II. CREDIT SUPPORT AREA

EDUCATION AND TRAINING

PROFESSIONAL LICENSES

AWARDS AND HONORS

EXPERIENTIAL LEARNING RESUME

JULIA WINTHROP

999 Alexander Road
Miami Lakes, FL 33333

Home: (305) 777-6666
Work: (305) 555-4444

I. CREDIT AWARD AREA:

PROFESSIONAL WORK EXPERIENCE

12/94 – present
06/92 – 11/94

Human Resources Manager
Human Resources Specialist
American Express Corporation
Fort Lauderdale, FL

01/89 – 05/92

Human Resources Manager
Macy's East
Boynton, FL

09/85 – 12/88

Assistant Human Resources Manager
Chair, Store-Wide Safety Committee
Macy's New York, Inc.
North Miami Beach, FL

12/82 – 08/85
(Limited
documentation)

Store Manager
The Gap Store
New York, NY

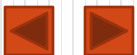
PROFESSIONAL ORGANIZATIONS/ACTIVITIES

01/94 – present

Active Member
Society for Human Resource Management

01/93 – present

Active Member
American Society for Training and Development



Section 2: Learning Assessment Worksheet (LAW)

- An analysis of the positions listed in the Resume
- Demonstrates what and how you have learned from your experiences

- Identifies experiences for each listed position/activity
- Separates experiences from learning
- Matches experiences to specific learning/competencies
- Relates learning to academic disciplines
- Serves as an outline for your essay

Barry University Learning Assessment Worksheet



School of Adult and Continuing Education

Learning Assessment Worksheet

Name **Julia Winthrop**

Date **3/15/2010**

Disciplines **General Administration, Communication and Behavioral Sciences**

Student ID **0000000**

Credit Award Area

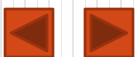
Professional Work Experience					
List the learning experience components and corresponding competencies that you have acquired from professional work experiences. (List only those positions that were college-level and can be documented.)					
Dates	No. of Years	Source of Learning	Learning Experience Components (Tasks & Responsibilities)	Competencies (Learning)	Faculty Use only Level/Total
12/94 - present	15.25	Human Resources Manager American Express Corporation	-manage 2 HR exempt employees and 2 clerical employees -conduct staff performance reviews -develop and facilitate the Performance Management Process (goal setting, appraisal writing)	Administration Supervision Critical Thinking Communication Critical Thinking Investigation and Research Communication	



Section 3: Autobiographical Learning Essay (ALE)

For successful development of the ALE, you will:

- **articulate**, in essay form, what you do/did, **your learning** experience components (LECs) and the college-level learning that occurred, the competencies, you already developed in the LAW.
- use Dr. David **Kolb's Model of Learning** to help you transform your experiences to learning:
 - Analyze, reflect on, and write about your concrete experiences
 - Explain how you applied your learning in other situations
- **relate** your experiential **learning to academic disciplines** - discipline designation will be included in the transcription of portfolio credits.
- receive **editing and proofreading assistance** from the Writing Lab, On-line Writing Lab (OWL) or your ENG site tutor.



Section 4: Documentation

➤ **The documentation :**

- provides the faculty evaluator with tangible evidence that you know what you say you know.
- helps you support and validate your learning listed in the Resume and described in the LAW.
- helps you enhance your descriptive expression in the ALE.

➤ **Documentation Characteristics:**

- **Verification:** describes responsibilities and confirms competencies
- **Measurable:** describes breadth and depth of responsibilities and competencies
- **Reliability:** signed and on letterhead or with notarization
- **Completeness:** includes all positions, activities, titles, and dates
- **Consistency:** matches positions, activities, titles, and dates



Frequently Asked Questions (FAQs)

Question: How do I put the portfolio book together? What is it supposed to look like: binder, protective pages, header pages etc.?

Answer: There are sample Portfolios contained in binders at each ACE site for you to view. You can ask to review these samples but we ask that you do not leave the premises so the samples are available to others.

Question: How many credits will I receive?

Answer: No one can predict the number of credits you will receive until the Portfolio is evaluated. Students can earn up to 30 credits maximum; however, the actual amount of credits earned is approved and granted by the Portfolio Committee based on the Faculty Evaluator's findings.

Question: I missed the last deadline for submission and I need an exception made so I can graduate early. Who do I contact to ask for this?

Answer: Exceptions are only granted for serious personal or family illnesses and will also be considered if the student is moving out of Florida.



Frequently Asked Questions (FAQs)

Question: Why won't I get credit if I was a stay-at-home Mom?

Answer: Not all of our learning represents college-level learning. "Learning must be measurable, non-routine, more than what everyone gains from everyday experiences." In order for your learning to qualify for credit it would have to have been supplemented through reading/research/application by parlaying that learning through an activity outside the home. You could present this type of learning if you were involved in a child daycare center or as a classroom teacher's assistant whereby valid, reliable documentation could be obtained from an outside source.

Question: Can I only use job experience that is in the same field as my degree?

Answer: Barry University's Experiential Learning Portfolio is competency based not course based. In other words, you may receive college credit for all properly documented post-high school learning that has occurred as a result of your Professional Positions, Community Activities, and memberships in Professional Organizations and Activities. This learning can be in any discipline articulated in Module #4 of the Instructional Modules for the Preparation of Experiential Learning Portfolios Handbook (distributed to all students at the Portfolio Seminar).



Frequently Asked Questions (FAQs)

Question: I don't understand the upper and lower level credits. How does this work and how do I get the maximum upper level credits?

Answer: Learning that is indicated by only a basic knowledge and comprehension reflects lower level learning (this is equivalent to 100/200 level classroom courses). To reflect upper level learning you must show that the knowledge can be applied, analyzed, synthesized and/or evaluated (this is equivalent to 300/400 level classroom courses).

Question: Where do the Portfolio credits apply? Can I use the credits for distribution classes or classes in my specialization?

Answer: Credits earned from the Experiential Learning Portfolio may be used as general elective credits and help you to reach your 120 minimum total credit requirement as well as the 48 upper level credit requirement. Credits earned from the Portfolio can never be applied to the General Distribution requirements or to any of the core classes required in the specializations. However, depending on the major, you may be able to apply a number of credits to the specialization electives and additional major requirements. Please check your particular Student Bulletin or ask your advisor to review how the Portfolio can best help you complete your degree requirements.



Frequently Asked Questions (FAQs)

Question: How do I determine which competency best explains my job duties and how do I intertwine them in my autobiographical essay?

Answer: As found in the Portfolio handbook for St. Mary's College of California, a competence "is the knowledge or learned ability to do something skillfully." You should determine the best match between what you did (learning experience components such as "wrote a policy and procedure manual), and with what you learned or competency gained from that experience (such as "communication, critical thinking and investigation and research skills). To match competencies to learning experience components, refer to the positions listed in column three of the LAW worksheet and the ideas generated in the brainstorming and clustering exercises found in Module # 4.

The function of the Experiential Learning Essay is to demonstrate the college-level learning and that requires the incorporation of the competencies. Competencies should be presented as the topic sentences and supported through the use of concrete examples demonstrating and connecting the "what you learned" with the "what you did." A sample paragraph and other helpful information can be found in Module # 5.



Frequently Asked Questions (FAQs)

Question: Can I use my performance appraisal material as supporting documentation?

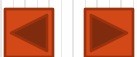
Answer: You can use signed performance appraisal material as supporting documentation but keep in mind the absolute necessity to properly and completely document the experiential learning to ensure the faculty evaluator has tangible evidence that supports what you say. All primary official documentation must have organization letterhead/logo, describe your position or activity and should include accurate dates in month/year format.

Question: I work for the state and have had many jobs over many years. How do I document this?

Answer: You can obtain a print out from the Human Resources department indicating all positions held with corresponding dates of employment. You should also include recent primary documentation from current supervisors and performance appraisals.

Question: What if I can't get a letter? What are my documentation alternatives?

Answer: If a previous employer is no longer available to secure proper documentation, you have alternatives. You may be able to contact previous supervisors or managers, utilize past tax documents, or request the Social Security Itemized Statement of Earnings.





BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

How Do I Get Started?

Contact Your Own Personal Academic Advisor:

www.barry.edu/ACE

EXPERIENCE – YOU’VE LEARNED IT

CREDIT – YOU’VE EARNED IT!





BARRY
UNIVERSITY

THE SCHOOL OF ADULT
AND CONTINUING EDUCATION

The Experiential Learning Portfolio Program: Earn College Credit for Learning From Your Work and Community Service Experiences!

Dr. Judith O. Brown : Associate Dean/Portfolio Director

Joanne Longo: MS, SPHR, Director Portfolio Program Support

Dr. Richard Maybee: Faculty evaluator/ Assessment consultant

Dr. Pamela Lockett: Technical Advisor

Dr. Heidi McLaughlin: Marketing Advisor

