PORTFOLIO ASSESSMENT GUIDE for COMM 494/ENGL 494

What is a Portfolio: A Portfolio is a formal means of requesting assessment of your prior work/life experience from which you have developed sufficient college-level learning to earn credit for a specific class.

Purpose of this Guide: This document is intended for student self-assessment purposes only. Review it carefully to determine if you are ready to write and submit a Portfolio for the course indicated above. Your self-assessment is not a guarantee that you will be awarded credit for the course.   Faculty with expertise in the subject matter will evaluate whether your Portfolio provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through experiential learning. Enrolling in the course may be your best option.

GENERAL GUIDELINES AND REQUIRED PORTFOLIO CONTENTS:

General Guidelines:
- All work must be word-processed, except for items submitted for #1, and signatures.
- Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources.
- Clearly label each section with the bolded title below
- Your Portfolio will not be returned. Make copies of the contents before you submit. You may include clear copies of documentation and keep the originals.
- Submit your completed Portfolio, along with the approved Course Portfolio Assessment Form, to the LCSC Testing Center.

Required Portfolio Contents:
1. **Title Page**: Your Name, Student ID Number, the Course Number and Title for which the Portfolio is submitted, and the Semester in which it is submitted. Example:

   Erin Anybody
   Student ID# 555667777
   PHIL 401, Ethical Decision Making and Organizational Policy
   Fall 2018

2. **Statement of Academic Honesty** (attached)
3. **Documentatio**n verifying the work/life experience leading to course content knowledge (time cards, evaluations, contracts, certificates of training, letters from supervisors, etc.)
4. A complete **Current Resume** that includes the relevant work

5. A 2 - 5 page (double-spaced) **Autobiographical Essay** that describes the relevant work, when you engaged in it, your role in it, how it is related to your current major and career goals.
6. A separate essay for each of the Learning Outcomes listed below, explaining what and how you have mastered each objective through your experience. Essays should include detailed examples of learning as well as an analysis of that learning. For example, it will not be sufficient to say "I learned to align decision-making with company policy." You will need to give examples where you incorporated policy into your decisions, what difference policy made to how you handled a situation, what the role of policy is in leadership and problem-solving, and what you've observed when policy and decision-making are not aligned. Label each essay **Learning Outcome 1, Learning Outcome 2**, etc. Include the complete Learning Outcome at the beginning of your essay.
7. After submission of above materials, an **interview** with the evaluating faculty member is required. Depending on the amount of time spent, the depth and breadth of work completed at the college level, and the equivalence of the time and work to currently offered courses, the evaluator will decide how many credits the successful portfolio will earn (between 1.0 and 6.0 credits). The interview may be done via Skype (or some other means) if student is at a distance.

LEARNING OUTCOMES:

1. Put academic theory into practice in your discipline.
2. Apply knowledge, skills, and experience to a work environment.
3. Acquire new learning through meaningful work assignments and activities.
4. Reflect on the content and process of the learning experience.
5. Build and maintain positive professional relationships.
6. Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:
You will need to do the following to be awarded credit through Portfolio Assessment for this course:
- Provide all required documentation (as listed above).
- Participate in an interview with the Portfolio evaluator.
- Earn a 3 or higher on at least five of the six outcome essay questions (based on the rubric provided below).

1 Does not Meet Expectations	Evidence demonstrates very low level of mastery of this outcome. The evidence is unconvincing, incomplete, very inadequate, contains many inaccuracies, and/or is marked by major conceptual problems.

2 Needs Improvement	Evidence demonstrates inadequate mastery of this outcome. Although some aspects of the work may be acceptable, too much of the evidence is unconvincing, incomplete, inadequate, contains multiple inaccuracies, and/or demonstrates major conceptual problems.
3 Adequately Meets Expectations	Evidence demonstrates adequate mastery of this outcome. Although it is not perfect, the work is fairly complete, accurate, and free of major conceptual problems.
4 Exceeds Expectations	Evidence demonstrates sophisticated mastery of this outcome. Work is complete, accurate, and free of conceptual problems.

Statement of Academic Honesty

The material contained in this Portfolio honestly and accurately reflects my life, learning, and work experience.

I understand that the penalty for falsifying any information or documentation will result in an award of no credit for the Portfolio with no resubmission allowed and may result in other sanctions as described in the Student Code of Conduct.

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Print Name   LCSC ID Number

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Signature   Date