



## **OLLU Portfolio Guidelines**

A portfolio is one of the three approved Prior Learning Assessment (PLA) credit-earning methods at OLLU for a student to demonstrate learning acquired outside of the traditional classroom. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

### **PLA Portfolio Process**

1. Student schedules meeting with Faculty Advisor/Subject Matter Expert
2. Faculty Advisor completes and signs \*Request for Credit by Examination Form w/ attached Learning Objectives for the request course(s)
3. Student submits form to Registrar's Office for approval
4. Upon Registrar's approval, student makes appointment with PLA Advisor at the Center for Career Development & Testing (CCDT) for portfolio development support. Appointments can be scheduled on Handshake ([ollusa.joinhandshake.com](http://ollusa.joinhandshake.com)) or in the office, Main 123  
*Preparation and content of the portfolio is the responsibility of the student*
5. Once a portfolio has been prepared, it will be assessed for the awarding of credit. The faculty or a subject matter expert will evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course
6. For approved portfolios, PLA Advisor submits payment form to Student Business Office for payment processing
7. Student Business office will charge student \$250 per credit hour
8. After payment, Registrar's office transcribes credit

\*OLLU students must download or pick up a [Request for Credit by Examination](#) form from the Registrar's Office. Students need to have form signed by the Academic Advisor and approved by the Registrar's Office before PLA is developed and credit is administered.

### **CCDT PLA Advisor:**

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## **MINIMUM REQUIREMENTS FOR THE CONTENT OF THE PORTFOLIO**

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

Cover Page and Table of Contents: Each portfolio will have a cover page identifying the portfolio and the student who prepared it for credit. A table of contents listing the separate parts of the portfolio will also be included.

Degree or Certificate Program Plan: The plan must include required and elective courses for the declared program of study.

Request for Portfolio Credit: A short letter or locally developed form on which the student will indicate the course(s) s/he is requesting for the awarded credit.

Narrative of Intent: This document 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 detail later.

Relevance: If general education courses are being requested for award, the student must show how his or her life experiences relate to the request. If occupational courses are being requested for award, the narrative will include the student's relevant work experiences and may include those life experiences relating to the request. courses are being requested for credit awards. The resume is optional when only general education courses are being requested.

Course Requests: This portion of the portfolio will have a separate section for each course for which credit is being requested. Course competency statements and/or learning outcomes (provided to the student by the CPL advisor or by the instructional unit) should be the starting point for the development of this section. The student then will describe how his or her learning relates to this specific course and how he or she has accomplished the competencies/learning outcomes expected of a person who successfully completed the course.

Documentation: Supporting documentation will be presented in the portfolio to support the student's request for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the student's stated learning and provide the evaluator with qualitative evidence for evaluation. Types of documentation are as follows:

- **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).

- **Portfolio of Works:** Students requesting awarded credit in some fields may have a portfolio of their work, which will support their request.
- **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.