Portfolio Preparation Handbook

Program Overview

Portfolio preparation is a process that allows students to earn credit for undergraduate, college-level learning that has taken place outside of the classroom. A critical component of earning credit in this manner is the construction, documentation and submission of a portfolio of prior learning. Prior learning can be gained from many sources including: job experience and training, non-credit courses, workshops and seminars, independent reading and study, online courses, volunteer work, community or religious activities, military service, hobbies and recreational pursuits, travel, etc.

Students become eligible to submit a learning portfolio upon official admission to a degree program in the School of Continuing Studies and successful completion of ADED 200U Experiential Learning and Portfolio Preparation. This course serves as an elective and teaches students how to evaluate their experiential learning, match the learning to a course and prepare a portfolio. Following completion of the course, students are eligible to submit portfolios for the remainder of their academic career at the University.

Students can seek credit for prior learning related to any comparable course offered or accepted in transfer at the University of Richmond. There are some exceptions, and a list follows. Maximum credit allowed through portfolio submission is 15 semester hours toward a bachelor's degree with a maximum of three semester hours of portfolio credit applied toward the major. Courses must fit the student's degree requirements.

Credit cannot be earned through portfolio submission in the following courses:

- Some Military Science (MLSC) courses (no credit will be given for ROTC Basic Camp)
- ISYS 203U and some other ISYS courses
- ENGL 100U/101U
- ENGL 201U, 202U, 203U

Portfolio Components

The portfolio is a formal, written documentation that requests credit for prior learning. Compiled like a notebook, each portfolio focuses on a single discipline.

Two sets of materials should be presented in loose-ring binders. Binders should be labeled with the course name and number on the outside spine. One set of materials is returned to the student; the other set remains on file in the SCS office. Once submitted, the portfolio will be considered an academic record, which belongs to the University.

All contents of the portfolio must be typed (12 point font), organized, indexed, and written clearly and concisely.

Each set of materials should include:

1. **Prior Learning Credit Application** Form (PDF Format or MS Word Form)
2. **Table of Contents**
3. **Current Résumé**
4. **Introductory Essay**: A brief introduction of the students' educational goals, including why credit is being sought by portfolio submission. Like a cover letter with a resume, this essay provides students with the opportunity to introduce themselves and add any additional information that may be significant.
5. **Narrative**: A detailed learning statement that demonstrates the learning that has been achieved from experiences. The narrative explains how and what has been learned and is the heart of the portfolio. It should be 10-15 pages in length, double-spaced.

6. **Documentation**: Each portfolio should include materials that support the claim of prior learning. Documentation can include, but is not limited to:
   - Letters of verification from people who are or have been in a position to assess claims identified in the narrative.
   - Continuing education certificates or other documentation of non-credit educational activities.
   - Samples, if appropriate, of work in the area for which credit is being sought. These could include a videotape of a speech or training experience, a business report, computer programs that have been designed by the student, photos, newspaper articles written by the student, etc.
   - Any additional enclosures that document the claim to specific knowledge.
7. **Honor Code**: The honor code pledge should be signed and included.

Samples of successful portfolios can be viewed at the SCS office.

Academic Standards

The following standards, which were established by the Council for Adult and Experiential Learning and adopted by the University, are essential to the process:

- Credit should be awarded only for learning and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
- The determination of competence levels and of credit awards must be made by academic experts in the appropriate subject matter.
- Credit should be appropriate to the academic context in which it is accepted.

Deadlines and Administrative Procedures

Students intending to submit a portfolio must register for ADED 201U Portfolio Submission and Assessment during the fall, spring or summer registration period.

- For credit earned in the **spring semester**, portfolios must be submitted by **February 15**.
- For credit earned in the **summer term**, portfolios must be submitted by **June 15**.
- For credit earned in the **fall semester**, portfolios must be submitted by **October 15**.

Note: If the first of the month falls on a weekend or holiday, the portfolio is due on the next Monday.

Portfolios and the application form should be delivered to the SCS office, ATTN: Dr. Patricia Brown, Assoc. Dean

Portfolio Assessment
School of Continuing Studies
University of Richmond
Richmond, VA 23173

Assessors review the portfolios and report their credit recommendation to the Associate Dean. The Associate Dean reviews each portfolio and the assessors' recommendations and then makes a final recommendation to the Dean of the School of Continuing Studies. The Dean makes the final decision and reports that decision to the Registrar and to each student in writing. The Dean's decision is final and may not be challenged.

Once the assessment is complete and notification of the final credit determination is forwarded from the Dean's office to the Office of the University Registrar, the student will be registered for the appropriate number of credits and billed accordingly.

Students will receive credit on their transcripts but not a letter grade for their portfolios. Portfolio credits will carry a "P" for passed rather than a letter grade. Credit earned by portfolio does not affect the grade point average.

Sample transcript entry for portfolio credit:			
Credit awarded by faculty assessment of prior learning.		Hours	Grade
MKT 321U	Principles of Marketing	3.00	P
LDSP 304U	Leading Groups and Building Teams	1.00	P

Fee Information

The costs for participating in this program are as follows:

- ADED 200U Experiential Learning and Portfolio Preparation (3 sem. hrs.): *
  (Required of all students prior to submitting a portfolio.)
- ADED 201U Portfolio Submission/Assessment Application fee, per portfolio: **$200**
  (non-refundable)
- Credit granted for portfolio/per semester hour: **$200**

* Assessed at tuition fees for the semester in which the course is taken.

Checklist for Students

Your portfolio is a personal record of your accomplishments as an adult learner. After completing ADED 200U and assembling your portfolio, the next step is submission of your portfolio. The University reserves the right to refuse to process any portfolio that does not meet University standards. Before submitting your portfolio, check the following criteria:

- You have registered for ADED 201U Portfolio Submission and Assessment.
- The course for which you are seeking portfolio credit meets your degree requirements.
- You are submitting two notebooks, which are labeled with the course name and number on the front and spine.
- The entire portfolio demonstrates a clear form of organization with an appropriate style and tone.
- The Narrative explains knowledge of each topic in the course description and accounts for each piece of evidence submitted.
- The documented evidence is organized to parallel the Narrative, and it documents each claim made concerning learning. Evidence is specific and relevant, and it does not contain extraneous information.
- Each page of the portfolio is typewritten using 12 point font, double-spaced and numbered.
- Each section of the portfolio has been carefully edited for content, mechanics and grammar.
- All photocopied materials are clear and legible.
- Quotes or specific works are cited properly using either MLA or APA format.
- The honor code is included and signed.

Forms

Syllabus Request

Students are encouraged to first <u>search the Richmond website</u> by using Google or other methods to locate the syllabus on their own. If this search does not result in the specific syllabus, complete this form and email (<u>dhall@richmond.edu</u>) or take it to Denard Hall in the SCS Office. Students will be notified by email or by phone when the syllabus is copied and available. It may take several weeks to locate the professor and obtain a copy of the syllabus; plan accordingly.

- Syllabus Request in PDF format:
  <u>scs.richmond.edu/document/portfolio/syllabus_request.pdf</u>
- Syllabus Request as MS Word form:
  <u>scs.richmond.edu/document/portfolio/syllabus_request.doc</u>

Portfolio Submission

Complete the Portfolio Submission Application when preparing to submit the portfolio.

- Portfolio Submission Application in PDF format:
  <u>scs.richmond.edu/document/portfolio/portfolio_submission.pdf</u>
- Portfolio Submission Application as MS Word form:
  <u>scs.richmond.edu/document/portfolio/portfolio_submission.doc</u>