

**EXPERIENTIAL LEARNING**  
**CREDIT-BY-EXAM**

# VALENCIA COLLEGE

## Experiential Learning

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### **You may be eligible to receive credit for experiential learning if:**

- You have acquired an industry certification
- You received in-service training or
- You acquired experience during your employment.

### **What steps are necessary to receive experiential learning credit?**

- Provide documentation of the learning experience (transcripts, certificates) and/or verify where the knowledge was obtained (employment records).
- Identify the competencies you have acquired and relate them to the competencies of the course(s) for which you are seeking credit.
  - If you are having difficulty stating the competencies that you have attained, make a random order list of what you know. Pull together those skills or learning that are related.
  - If you are struggling to find words to describe what you know, you may find it helpful to examine college catalogs. Reviewing course descriptions related to your area of knowledge may provide the words you need and may also suggest areas of learning you have not considered.
  - Each competency statement must clearly identify what you know and/or can do.
  - Relate your learned competencies to the Valencia College course(s).
- Request a “Common Course Outline” from the department office. The common course outline will identify competencies associated with the Valencia course(s).
- Before attempting any extensive work on your portfolio arrange to speak with the appropriate Academic Dean to make sure you are on the right track.
- Complete the form “Request for Portfolio Assessment”, pay the assessment fees and submit the form along with your portfolio and a copy of the paid receipt to the Academic Dean’s office.
- Once the portfolio has been assessed you will be notified of the results. If credit is to be awarded, the “Request for Portfolio Assessment” will be forwarded to the Admissions and Records Office to be added to your student record.

### **What is the credit hour limit on Experiential Learning Credit?**

Portfolio-based credit for prior experiential learning is awarded for no more than 25 percent of the credit hours applied toward a degree.

## Valencia College Experiential Learning Student Procedures

1. Print the Experiential Learning packet through your Atlas account and prepare it for submission to the Dean's Office of the Division for which you are requesting credit.
2. Carefully read the directions on portfolio development.
3. Prepare a separate portfolio for each course for which you are requesting an evaluation. Keep the original and submit a copy of each portfolio.
4. Complete the student portion (Section 1) of the "Request for Portfolio Assessment" and pay the assessment fees in the Business Office. Assessment fees are \$30 per credit hour.
5. Attach the "Request for Portfolio Assessment" form for each portfolio and submit the completed package to the divisional office from which you are requesting credit.

<b>Location</b>				
<b>Division</b>	<b>East</b>	<b>Osceola</b>	<b>West</b>	<b>Winter Park</b>
Business	8-105	3-319	11-103	1-244
Communications	7-163	2-141	5-231	1-244
Humanities/Visual and Performing Arts	3-106	2-141	5-231	1-244
Information Technology	8-105	3-319	9-140	1-244
Mathematics	7-142	2-141	7-108	1-244
Science	1-216	2-141	AHS-231	1-244
Social Science	8-105	3-319	11-103	1-244

6. The Dean will forward your portfolio to an instructor for assessment.
7. After assessing your portfolio, the instructor will sign the "Request for Portfolio Assessment" indicating the credit has been granted or denied and return the portfolio to the divisional office.
8. The Dean will return the student copy of the "Request for Portfolio Assessment" to you and will forward the results to the Admissions and Records Office to be placed in your file. If credit has been awarded, it will be posted to your student transcript.

# EXPERIENTIAL LEARNING

## PORTFOLIO DEVELOPMENT WORKBOOK

*VALENCIA COLLEGE*

**ASSESSMENT FEE:** \$30.00 PER CREDIT HOUR\*

\*The fee is due upon submission of the Request for Portfolio Assessment

NOTE: Portfolio-based credit for prior experiential learning is awarded for no more than 25 percent of the credit hours applied toward a degree. In exceptional cases, however, the nature and content of the prior experiential learning may be such that additional credit may be appropriately awarded on a case-by-case basis.

# Experiential Learning Portfolio Requirements

You will probably work on your portfolio for some time. It is likely that you will become intimately acquainted with each page and document and thoroughly understand the interrelationship; however, the faculty member who must read your portfolio does not have this advantage. It is important, therefore, that your portfolio be carefully organized so that a stranger can follow it easily.

## ***Organizing your Portfolio***

1. Title Page - include your name, Valencia Identification Number, address, telephone number and the month and year you are submitting the portfolio.
2. Credit Request Page - identify the Valencia course(s) for which you are seeking credit and include a brief statement of the competencies associated with the courses.
3. Narrative Description Page - describe your learning experience. Narrative should include complete references for all books, articles, and journals that contributed to your learning experiences.
4. Documentation Page(s) – include any physical evidence (i.e. certificates, awards, etc.) that you have achieved the competencies you are claiming.

## ***Submitting the Portfolio***

Portfolio pages should be typed on standard white, 8.5 x 11 paper. Typing should be double spaced with 1- inch margins. All pages should be numbered consecutively at the bottom center of each page. The portfolio should be presented in a loose leaf binder. Except for photographs, pages should not be enclosed in clear plastic sheet protectors.

Submit your completed portfolio to the Dean of the Academic Division in which you are seeking credit. (Be certain to retain a copy of your completed portfolio for your records.) If credit is awarded, your submitted portfolio will become a part of your permanent Valencia record. If credit is not awarded, your portfolio will be retained by the Academic Division to which it was submitted.

# Experiential Learning Course Credit Request

## Sample Page

VALENCIA

COURSE NUMBER & TITLE

COMPETENCIES

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**GEB 1011**

**Introduction to Business**

Students must be able to identify, interpret, and understand the concepts of how the supply and demand of products/services affect consumer behavior, manufacturing decisions, and the pricing of goods (The Business Environment).

Students must be able to identify and explain the differences between the 3 common forms of business ownership (Starting and Growing a Business).

Students must be able to recognize and explain the principal functions of management (Managing for Quality and Competitiveness).

Students must be able to explain the process of determining human resource needs and the steps to best match people and the desired business outcomes (Creating the Human Resource Advantage).

Students must be able to identify and explain the four "Ps" of marketing (Marketing: Developing Relationships)

Students must be able to identify and explain the functions of basic accounting, banking, and finance (Financing the Enterprise)

Course Credit

3 hours

Common Course Outline

Date Received \_\_\_\_\_

## Elements of the Narrative

Describing your experiences in detail will assist the reader in better evaluating your level of competency in the areas covered in your course request. The following elements should be incorporated within your narrative statement.

1. Identify and describe where the learning experiences took place.
2. Briefly describe the way in which you were personally involved in the experience, i.e. describe exactly what it is that you did within each activity.
3. Define your position, using your job description, in relation to others with whom you worked or were involved in the learning experience.
4. Include the name and title of the person who directed and/or supervised your activities.
5. Indicate the number of persons you supervised and their responsibilities to you in the course of the learning experiences activities.
6. Describe how each experience contributed to your achievement of competency. Show how your past learning experiences contributed to your learning in later activities. Show a diversity of experiences that contributed to the competencies you claimed.
7. Describe the external situations in which the learning experience took place in order to provide the reader with an understanding of the circumstances in effect at the time you went through the experience.
8. Include any reading by title and author
9. Describe how your learning experiences meet Valencia's core competencies: Think, Value, Communicate and Act.
10. Be as specific as possible, providing examples that demonstrate your point.

**Remember:** Your ability to communicate your ideas will affect the overall evaluation. Review each description carefully, paying close attention to grammar, vocabulary punctuation and spelling.

## Narrative Description (Sample)

Since 2004, I have risen from the position of personnel manager to plant personnel manager at the Cityville, Illinois installation of XYZ Electronic Corporation. I am in charge of personnel screening and recommendations for a unit employing 1,200 people. I directly supervise a professional and clerical staff of seven persons. The personnel office maintains the usual activities involving collective bargaining, grievance procedures, and training. The evaluation of plant supervisors is my direct responsibility. I report directly to Mr. Tom Seever, the plant manager. From 1998-2001, I was the assistant plant personnel manager in the Corporation's installation in Rio de Janeiro, Brazil. This experience gave me a chance to compare and contrast operating styles of supervision in our two countries and gave me greater insight into our own practices. In Brazil, I assisted the plant personnel manager, Mr. Jose Diaz, by directly managing the plant's program of gathering data on the job effectiveness of each of 720 employees. Supplementing these experiences, I served as a board member of the First Methodist Church of Cityville from 2005-07. This allowed me to compare and contrast supervisory procedures in a voluntary organization with those of a private, for-profit organization. Again, this gave me insight into effective supervision in the latter setting. During the past 11 years, I have subscribed to and read thoroughly the following journals: Personnel Management, Industrial Psychology, and Applied Psychology. I had published the following article in Personnel Management: *"Developing a Supervisory Manual for First Line Plant Supervisors"* (June, 2002). I have recently read the following books: Supervision of Production Line Workers by Joseph L. Palisades, Middle Management by Samuel J. Smith, and Office Managers by Warren G. Smith.

These readings have helped me draw together my ideas on morale, communication, job analysis, evaluation, discipline, work scheduling, establishing rapport, and gaining cooperation.

## **Experiential Learning**

### *Documentation*

Providing documentation of your learning experiences will help corroborate the competency claims outlined in your narrative description. Organize your documents, keeping the following points in mind.

- Limit the number of documents for each learning experience.
- Use photographs as documentation of items that are too large to physically present.
- Label, sign and date any products or replicas submitted with the portfolio.
- Lengthy documents should be highlighted to draw attention to those relevant areas that pertain to the learning outcomes.
- Copies, not originals should be used in the portfolio.
- When submitting letters of verification be certain that the person(s) submitting the letters have:
  - Directly observed you;
  - Identified their relationship to you;
  - Indicated their qualifications for commenting on your experience;
  - Used official letterhead.

### **Articles of Documentation**

Work Experience: job descriptions, awards, letter of commendation, letters of corroboration, high performance reviews, promotion evaluation, licenses and performance standards of licensure, membership in professional/trade organizations, military separation papers, military records, rating forms and work samples.

Community Service: letters of corroboration, commendations, awards, newspaper and magazine clippings.

College Course and Training: transcripts, course description(s), outline(s), enrollment verification, syllabi, evidence of completion, and number of didactic and/or clinical hours, diplomas

Special Accomplishments: books published, picture painted, photographs, music written patents, speeches, audiovisual presentations and proposals written

**Valencia College**  
**Request for Portfolio Assessment**  
**Faculty Assessment Instrument**

Student Name:		VID:
Term:	Course Number:	Course Subject:
Course Title:		
Faculty Signature:		
Faculty Name Printed:		Evaluation Date:

Areas of Assessment	Satisfactory	Concerns	Unsatisfactory	NA
Course Content				
Learning Outcomes				
Core Competencies				

**Narrative Assessment Summary (*required*)**

**REQUEST FOR ASSESSMENT  
VALENCIA COLLEGE  
EXPERIENTIAL LEARNING**

<b>FOR FINANCE OFFICE USE ONLY</b>
\$30.00 per Credit Hour
Total Credit Hours:
Total Due:

<b>1. TO BE COMPLETED BY THE STUDENT</b>			
Complete this section and pay the fees in the Business Office. Attach a copy of your paid receipt and submit this form to the department office along with your portofolio.			
Name:		VID or SSN:	
Address:		Phone:	
Course #:	Course Title:	Credit Hours:	
Student Signature:	Print Name	Date:	
<i>NOTE TO STUDENT: Keep a copy of your portfolio when submitting it for Assessment.</i>			
<b>2. TO BE COMPLETED BY INSTRUCTOR</b>			
Course#:	Course Title:	Credit Hrs:	
	Credit Awarded:	Credit Denied:	
After assessment, instructor returns forms with portfolio to department office.			
<b>3. TO BE COMPLETED BY DEAN</b>			
<b>TO THE STUDENT:</b>			
<i>Your portfolio has been assessed and credit awarded or denied as noted above. This is your copy of the results of the assessment. These results will be forwarded to the <b>Admissions and Records Office</b> and, if credit has been granted, will be recorded on your official transcript.</i>			
Signature	Print Name	Date	
A copy of this form will be returned to the student with the portfolio. A copy of the form will be submitted to the registrar with the written evaluation of the assessment.			
<b>4. TO BE COMPLETED BY THE ADMISSIONS AND RECORDS OFFICE</b>			
The course and credit hours awarded above have been placed on the student's official transcript.			
Signature	Print Name	Date	
Title:			
This form will be placed in the student's folder and a transcript sent to the student which shows the credit awarded.			