

SUBMITTED TO



**Cavalla
International
University**

BELIEVE IT, ACHIEVE IT!



BY

(YOUR NAME)

IN PARTIAL FULFILLMENT OF THE DEGREE REQUIREMENTS OF

(DEGREE PROGRAM)

(DATE)

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1. 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.

Print Name

CIU ID Number

Signature

Date

2. Course Description and Learning Outcomes

List the course number and the description found in the catalog. Then, list the learning outcomes for the course either from a syllabus or the portfolio guide for that course.

3. Educational Goals

Goals, Motivation, and Time Frame

What are your goals? What are the reasons (professional and personal) you are pursuing your goals? What is a realistic time frame for completing your education?

Prior Learning to Goals

How will the prior learning credit you are requesting fit into their future educational and career goals?

4. Chronological Resume

Please include or attach a chronological resume that will support your request for prior learning. Lists all jobs held, including volunteer, especially if they relate to the course you are trying to receive credit for. List duties, skills and expertise used in performing job tasks. When possible relate to learning outcomes for the course and try to use language similar to that used in the outcomes for the courses.

5. Learning and Experience Autobiography

The autobiography is a complete picture of you and your experiences that relate to the course for which you are creating this portfolio. Demonstrate why you have selected this particular course and detail your life experiences using your resume as a guide. Relate relevant experiences to the course.

To summarize, this should be two+ pages and summarize the significant learning experiences in your life, especially those related to the target course.

6. Acquired learning and knowledge narrative

In this section, detail your work and experience history chronology. This will complement your resume and autobiography. Explain each element in your resume in more detail. Be sure to link these to the course learning outcomes. This will be similar to your autobiography, but will focus on the things you have already learned through training and experiences as it relates to your target course.

Note that a key goal is that this section is the learning process itself as you reflect on how your experience relates to key concepts learning outcomes in the target course. Clearly focus on the learning objectives (what you know and can do) rather than the experience.

This will be 2+ pages in length.

7. Bibliography

The bibliography indicates reading done on the course subject. If you have studied manuals or used other texts to gain your prior learning, include them here. References should be cited in American Psychological Association (APA) style, but your instructor may suggest another format.

8. Documentation

Each of your experiences and competencies will require verification (evidence). This evidence can take several forms:

Completion of training programs, workshops, seminars, etc., may be verified through

- Certificates
- personnel records
- performance reviews showing competencies
- job descriptions
- transcripts
- samples of work
- A videotape of your speech, theatre work, or music recital
- Licenses
- Honors or award

- Samples of your painting, drawing, photography, or ceramics for a studio art course
- certificates of attendance
- letters of verification listing proven competencies from instructors or employers.

Each piece of documentation for a workshop or training program must be accompanied by a description page of content for each workshop, training program, or seminar and must show how the evidence relates to the course learning outcomes.

