

# Student Guide to Portfolio Credit for Prior Learning



## Save time while earning your certificate or degree

- Macomb Community College grants credit to admitted students who can document and/or demonstrate that their previous learning gained through life, military and/or work experiences matches the Course Learning Outcomes of current Macomb courses.
- Course Learning Outcomes are specific to what a student would have learned in the classroom.
- Students may receive up to 17 credit hours for Portfolio Credit for Prior Learning submissions.

## Getting started

- Students contact the department's Associate Dean to arrange an appointment.
- The Associate Dean will verify the student's eligibility for Portfolio credit for the course(s) selected and provide a copy of the Course Learning Outcomes.
- The Associate Dean will assign a faculty member to the student, who will be available to guide the student through completion of the Portfolio.

## Portfolio components

- 1. Course Learning Outcomes**  
Students will include a copy of the Course Learning Outcomes.
- 2. Learning from Experiences**  
Students will write a narrative explaining when, how and to what extent they completed the Course Learning Outcomes.
- 3. Documentation**  
Students will provide specific, relevant items and documents that will confirm they have met the Course Learning Outcomes.

## Contact Information

<b>Applied Technology &amp; Apprenticeship</b> .....	586.445.7438 (SC)
<b>Automotive &amp; Technical Education</b> .....	586.445.7012 (SC)
<b>Business &amp; Culinary Arts</b> .....	586.445.7167 (SC), 586.286.2058 (CC)
<b>Communications</b> .....	586.445.7138 (SC), 586.286.2145 (CC)
<b>Engineering &amp; Advanced Technology</b> .....	586.445.7435 (SC)
<b>Health &amp; Public Services</b> .....	586.286.2097 (CC), 586.226.4757 (CC)
<b>Humanities</b> .....	586.445.7251 (SC), 586.286.2282 (CC)
<b>Information Technology</b> .....	586.445.7167 (SC), 586.286.2058 (CC)
<b>Math</b> .....	586.445.7105 (SC), 586.286.2282 (CC)
<b>Public Service Institute</b> .....	586.286.2189 (CC)
<b>Science</b> .....	586.445.7106 (SC), 586.286.2147 (CC)
<b>Social Science</b> .....	586.445.7286 (SC), 586.286.2282 (CC)
<b>Wellness, Health &amp; Exercise Science</b> .....	586.445.7210 (SC), 586.286.2145 (CC)

## OVERVIEW OF PORTFOLIO PROCESS

1. Student contacts department to schedule an appointment with the appropriate Associate Dean.
2. Associate Dean meets with student for an initial evaluation.
  - a. Associate Dean confirms student is admitted and has completed all admission requirements.
  - b. Associate Dean gives the student the Course Learning Outcomes.
  - c. The Associate Dean assigns a Faculty Assessor.
3. The assigned Faculty Assessor establishes contact with student.
4. Once the Portfolio is completed, the student contacts the Cashier's Office at either campus, pays a \$100 non-refundable Portfolio reading fee, and receives a receipt. The non-refundable Portfolio reading fee is \$100 per course for which the student is requesting college credit.
5. The student brings the completed Portfolio(s), the paid receipt from the Cashier's Office, and the completed Portfolio Credit for Prior Learning Application to the Associate Dean.
6. The Portfolio will be evaluated by the assigned Faculty Assessor. An interview, test, presentation, hands-on demonstration or another method of assessing individual learning may be requested.
7. Once the grading process is complete, the student will receive an Award Letter from the Office of Records & Registration stating course information, grade received, assessed tuition and fees, and balance due. The reader fee will be applied to the total balance due.
8. The student will have 30 days from the date on the letter to decide if he/she wants the course, credit, and grade transcribed. In order to have the course and grade put on their record, the student will pay all course fees, including tuition and registration, student service, and technology/facilities fees as indicated on the Award Letter to the Cashier's Office at either campus. Once the total assessed tuition and fees are paid, the grade will be transcribed and will become a part of the student's college record.

**Portfolios will be available for pickup from the Associate Dean's office upon receipt of the Award Letter. All unclaimed Portfolios will be destroyed after 30 days.**

## PORTFOLIO COMPONENTS

### Section I—Course Learning Outcomes

List all Course Learning Outcomes identified for the course. The Course Learning Outcomes are obtained from the Associate Dean of the appropriate department.

### Section II—Learning from Experiences

This section of the Portfolio is a written narrative of your learning experiences. You must demonstrate and prove that you have the knowledge equal to the course for which you are seeking credit by providing:

- The chronological history of your experiences as they relate to the Course Learning Outcomes.
- Tasks assigned and performed.
- Skills developed.
- Competencies, if applicable.

You must show the relationship between what you have learned and the Course Learning Outcomes of the course by:

- Demonstrating an understanding of the basic theories, issues, topics, or principles of the course.
- Knowing and using the terminology pertinent to the course.
- Supporting your experiential learning by referring to your documentation.
- Explaining how knowledge was gained and how it has been applied.

### Section III—Documentation

The purpose of documentation is to verify your knowledge. The documentation will correlate with the Course Learning Outcomes and support the narrative you have written in Section II. Documentation can take many forms. It should verify both the quantity and the quality of your experiences.

#### Note the following:

When a written statement verifying your experience is submitted, the following guidelines should be observed:

- The person preparing the statement should have directly observed you during the experience and should not simply know about the experience second- or third-hand.
- One person may verify more than one experience; however, any written statement provided by that person should comment directly, separately, and clearly on each experience or Course Learning Outcome.
- The person writing the letter of verification should identify his or her relationship to you (supervisor, peer, subordinate), as well as his or her qualifications for commenting on your experience.
- The letter should be written on official letterhead stationery of the company or organization with which the experience is associated.
- The letter must be one of **verification and not recommendation**.
- A statement of verification should be accurate and complete. The statement should cover the tasks and skills developed which you identified in Section II.

If the documentation you plan to furnish is a product of your experience, such as a work sample, a piece of art, or other physical material, the following guidelines should be observed:

- Furnish proof that you produced the product that you are presenting. For example, you might include a letter from someone who observed you in the process of producing the product.
- Examples of your work could be as diverse as a video of you performing something, a blueprint, or a plan. It is important to be creative when thinking about how your evidence supports the Course Learning Outcomes.
- Products included in your Portfolio should be clearly labeled, signed, and dated by you.

**NOTE:** All documentation will be considered to be public information. A number of individuals may look at the documentation which is furnished. Persons providing letters of verification should be informed of this.

# PORTFOLIO CREDIT FOR PRIOR LEARNING APPLICATION



COMPLETE, PRINT, AND SIGN

\_\_\_\_\_  
LAST NAME FIRST NAME STUDENT ID NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
HOME PHONE NUMBER CELL PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

I hereby request that the attached Portfolio Credit for Prior Learning be evaluated for the following course:

\_\_\_\_\_  
COURSE TITLE COURSE NUMBER

- I understand that additional information or demonstration of skills may be required.
- In submitting my Portfolio, I understand that persons authorized by Macomb Community College will review it.
- I authorize designees of the college to review my Portfolio and any other data that would assist in its evaluation.
- I have read the Student Guide to Portfolio Credit for Prior Learning outlining the fees.
- My receipt is attached for the \$100 non-refundable Portfolio Reading Fee.

\_\_\_\_\_  
STUDENT SIGNATURE DATE

THIS FORM IS NEEDED FOR EACH PORTFOLIO.