

# Portfolio of Life/Work Experience

## Process of Assessment of Prior Learning

It is possible to earn credits for learning derived from work and life experience through documentation of acquired knowledge and/or skills. Credits must be non duplicative of successful course work or testing already completed by the learner. The decision to award credits is made by the chair of the department associated with the credits being sought. This department chair reviews the completed portfolio and recommends to the Registrar the number of credits to be awarded in the assessed areas. Please visit <https://www.keene.edu/life/services/accounts/costs/miscellaneous/> for current per-credit cost. Credits earned by portfolio assessment may be applied toward General Education requirements or open electives, or may replace major requirements if approved by the faculty of the major discipline through the course substitution process.

The process assessment follows these steps:

- I. Initial interview with the Chair of the department in discipline in which he/she seeks credit.
  - A. Description of requirements needed for assessment and review of student's status.
  - B. Preliminary evaluation of knowledge gained through life and/or job experience.
- II. Portfolio Development
  - A. Student prepares portfolio which will verify the acquisition of knowledge through experiential learning.
  - B. Portfolio of Life/Work Experience – Sample Table of Contents
    1. Title Page
    2. Table of Contents
    3. Personal Essay
    4. Short Autobiography
    5. Degree Plan
    6. All transcripts from colleges previously attended or currently attending
    7. Resume
    8. Portfolio Assessment Worksheet
    9. Narrative essays for attempted credits
    10. Descriptions of responsibilities related to credit(s) request.
    11. Documentation
      - a. Letters from employers
      - b. Job descriptions
      - c. Certificates from training programs
      - d. Examples of work
    12. Bibliography, if applicable
  - C. Portfolio Evaluation
    1. The Chair of the department (and/or designees) will review the portfolio and determine if sufficient information has been provided. The chair may recommend appropriate revisions if the content is insufficient or unclear.
    2. The Chair makes a determination about how many credits, if any, will be awarded and the specific course that has been satisfied.
    3. The Chair records the decision in writing and communicates the decision to:
      1. The student
      2. The Registrar
    4. The Registrar's Office will post the student's portfolio credits to the student's academic record.
    5. The student is billed for the assessment.



## Portfolio / Life Experience Credit Form

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**Student Name**

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**Student ID#**

**Area of Competency (E.g. SAFE 490):**

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**Credits Awarded:**

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**Evaluation:**

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**Department Chair Signature**

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**Date**

Please return completed form to the Registrar's Office