



Credit for Prior Learning

Portfolio
Development

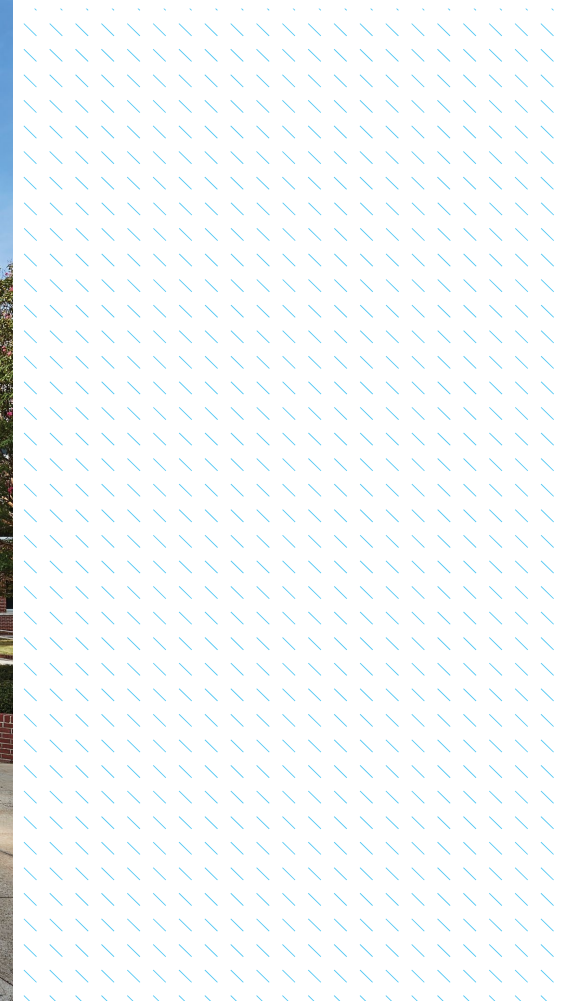


THE UNIVERSITY OF
MEMPHIS®

**Don't just learn from
your past.
Earn from your past.**

Have you gained valuable knowledge and
skills throughout your various experiences?

Learn how to make your experiences count!



What is a portfolio?

The portfolio is a comprehensive collection of reflective essays and evidence that documents and supports a student's claim of learned skills and knowledge from experiences outside the traditional classroom that aligns with college credit.





What are the benefits of a portfolio?

- Accelerate your time to degree completion
- Save money on tuition
- Provide a comprehensive record of your learned skills and knowledge
- Serve as a more student-centered, self-reflective approach to learning.

Am I a good candidate?

Carefully consider the questions below:

- Can I effectively write about my learning experiences to demonstrate my learned skills and knowledge gained?
- Can my learning experiences be validated by a credible outside source?
- Are my learning experiences college level, comprising reflective breadth and analytical depth?
- Have my relatively complex learning experiences lasted at least six months?
- Is my learning different from coursework credit I have already earned?

What is the required online portfolio development course?



The portfolio development class is required for current enrolled students who pursue credit for prior learning experiences via the portfolio option. This course is online, non-tuition, and self paced. The class guides students in creating a learning portfolio that shows what they have learned, how the learning was obtained and their capability of applying the learning in the future.

- Please note that the portfolio process is for highly independent students and is very intensive.

The course consists of **seven** modules to help you create your portfolio.



- **Module 1: Foundational Information**
 - Defining your broad areas of study, Resume, Letter of Intent
- **Module 2: Target Statement**
 - Description of your career accomplishments, as well as aspirations
- **Module 3: Learning Statements**
 - Generate learning outcomes that demonstrate exactly what you have mastered within each area of study from Module 1
- **Module 4: Learning Narratives**
 - Timeline of your career, write lengthy narratives to support each statement from Module 3 using Kolb's Learning Model

The course consists of **seven** modules to help you create your portfolio.

- **Module 5: Revise & Gather Evidence**
 - Refine any previous assignments, scan all supporting evidence
- **Module 6: Reflective Essay**
 - Develop a thorough concluding essay to give the evaluator a final closing of your experiences
- **Module 7: Prepare Portfolio for Evaluation**
 - Assemble your portfolio- cover page, table of contents, assignments, etc.



How long does it take to develop the portfolio?

- The portfolio requires a significant amount of time and effort to write. The process is truly an investment.
- The course is self-paced, but you are encouraged to develop a timeline with the Coordinator to fit your schedule.
- It is highly recommended that the portfolio be completed within a semester in order to incorporate the possible credit awarded into degree planning. Therefore, you should participate in the portfolio development two semesters before your anticipated graduation.

How is credit awarded?

Credit is based on the expertise of an anonymous faculty evaluator's assessment of your learning outcomes demonstrated in the portfolio. Credit, if awarded, is listed as "Satisfactory" on your transcript; no letter grade is assigned.

- Please note that credit is not guaranteed for your portfolio.

What is the portfolio evaluation criteria?

The University of Memphis has developed a rubric to direct the credit award process. The rubric describes the criteria used in the assessment:

- Portfolio Presentation – inclusion and organization of all written narratives and supporting documentation.
- Survey of Portfolio – demonstration of breadth and depth of content and display of critical thinking, reflective, and problem-solving skills.
- Learning Essay – thoroughly addressing Kolb's four stages of Experiential Learning for each learning outcome.

A portfolio evaluator wants to see:

- ✓ Strong, college level writing skills;
- ✓ Specific and concrete learning outcomes that are college level;
- ✓ Sufficient evidence of learning from valid sources;
- ✓ Both theoretical and practical understanding of the learning principles and theories;
- ✓ Transferable skills, competencies, and knowledge that are generally applicable to other contexts.

How long does it take to find out if I have been awarded the credit?

- Faculty evaluation can take 2-3 weeks to properly review and assess the portfolio content for possible college credit.
- The Coordinator will notify you of the evaluator's decision via email.



HOW DO I GET STARTED?

There are four easy steps.



Step 1: Contact your Advisor.

Your Academic Advisor will assist you in determining if portfolio award credit might be applicable to your degree. If so, you and your Advisor will discuss the specific areas of study and the number of credit hours you may petition for. When contacting the Coordinator of Credit for Prior Learning, copy your Academic Advisor on all correspondence to show proof that discussions have occurred.

HOW DO I GET STARTED?

There are four easy steps.

Step 2: Complete the Letter of Intent.

The Letter of Intent allows you to identify the areas of your expertise for which you hope to receive Credit for Prior Learning hours and serves as your agreement for participating in the portfolio development process.

HOW DO I GET STARTED?

There are four easy steps.

Step 3: Submit the Portfolio Deposit.

Undergraduate students are required to submit a \$75.00 Portfolio Evaluation Deposit.

Graduate students are required to submit a \$100.00 Portfolio Evaluation Deposit.

The deposits are applied to your first hour of awarded credit should you be granted credit for your portfolio.

<https://commerce.cashnet.com/cashneti/static/storefront/REEPAY/catalog>

HOW DO I GET STARTED?

There are four easy steps.

Step 4: Forward your information.

Forward your Letter of Intent and proof of your deposit to cpl@memphis.edu.

You then will receive access to the online course to begin developing your prior learning portfolio.





More clarity about the Areas of Study on the Letter of Intent (LOI)

- Should I match my experiences to the remaining courses in my degree program?

You are not required to course match, but you may attempt to receive credit for an exact course that is listed in your degree plan. Note that this will require you to obtain a syllabus from the professor and closely equate your learning experiences to the course objectives.

- May I petition for credit in areas that are not directly related to my degree program?

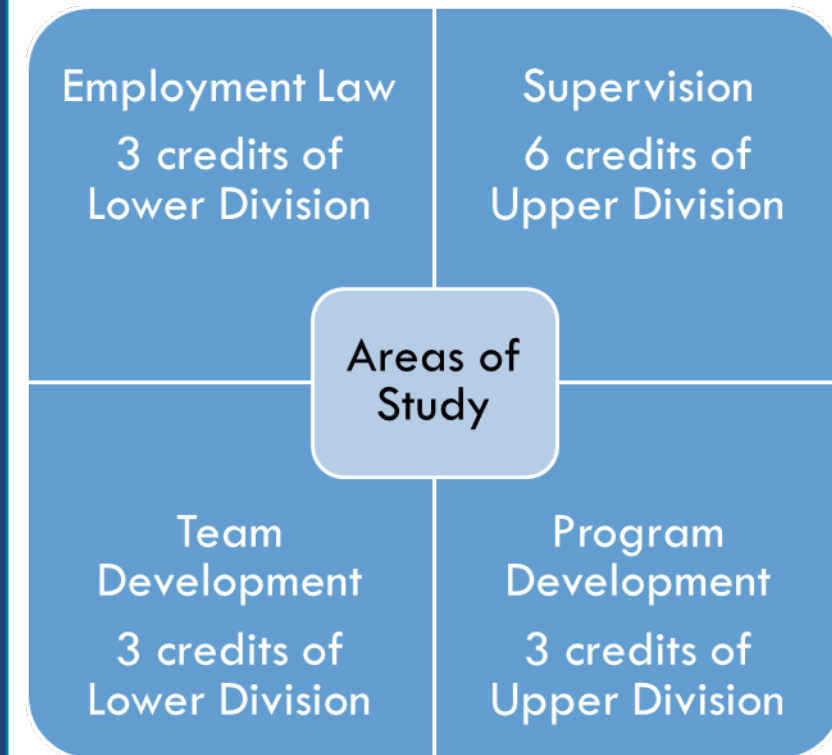
You may document experiences that are not directly related to your degree program if you are attempting to receive credit that may be used to satisfy General Elective requirements. Please contact your Academic Advisor to determine if you have any General Elective requirements remaining.

Example 1 of LOI Areas of Study

Martin has worked as a Manager at a local distribution company for the past fifteen years. He created the following categories to reflect the numerous ranges of expertise in his field.

He felt that he had more depth of experiences in Supervision and Program Development; therefore, he wanted to petition for Upper Division credit (3000-4000 level). He is even trying for six credits in the Supervision area due to his extensive background.

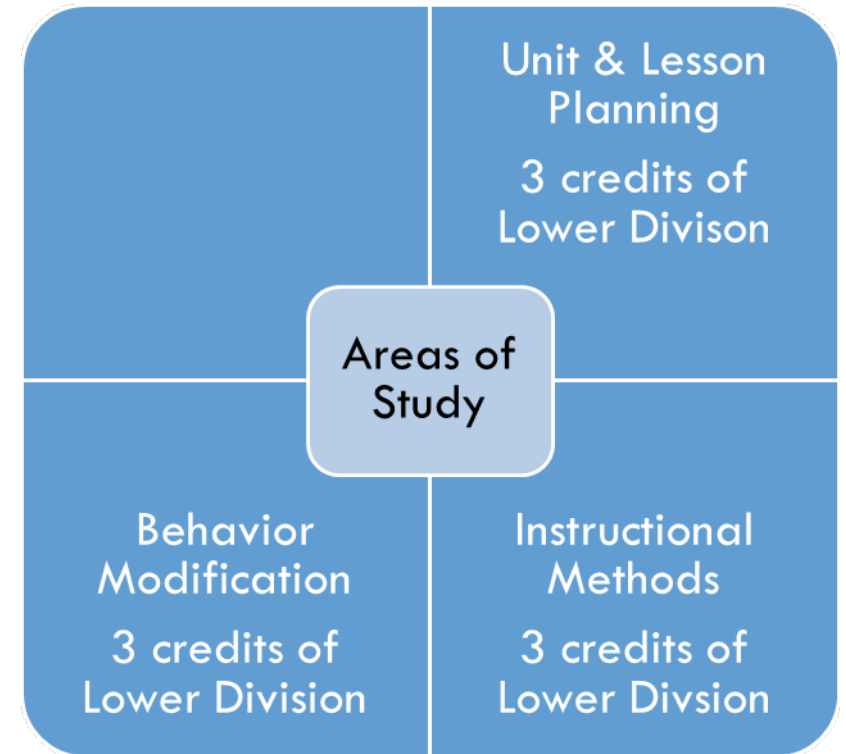
Although he had experiences with Employment Law and Team Development, he felt his knowledge was more equivalent to Lower Division credit (1000-2000 level).



Example 2 of LOI Areas of Study

Ann has worked as a pre-school teacher for the past four years. She created the following categories to reflect the numerous ranges of expertise in her field. Ann decided that because she had only worked in her field for four years, even though she had learned a lot, her level of experience would best fit the Lower Division category (1000-2000).

She also only came up with three areas of expertise compared to Mark's four areas. Some students choose to only turn in one area!



A photograph of a university campus. In the foreground, a soldier in camouflage uniform and a cap walks across a paved path, carrying a backpack. The background features a large brick building with many windows, surrounded by trees with autumn foliage. A large text overlay is centered in the image.

**For additional questions,
contact us at
cpl@memphis.edu
901-678-2754**