

Writing the Portfolio

IDS 250

"Learning is a treasure that will follow its owner everywhere"

Chinese proverb

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DESCRIPTION:

IDS 250 is an online course that will assist you in understanding the credit for prior learning process and in learning how to prepare a portfolio of course challenges for academic credit.

LEARNING OBJECTIVES:

- To help you understand what Prior Learning Assessment is: The process of assessing what life and work experience you have had in the past that might translate into college credit in the present
- To help you understand that experience *only*—that is, putting in time on a particular job or life experience—doesn't in itself translate into college credit. You must specify *precisely* the concepts or learning objectives in a body of knowledge you have learned on the job or through life experience; and show how those concepts relate to a particular course for which you are requesting credit.
- To help you clarify what life and work experience you have had in the past that will be necessary in assembling a portfolio of your prior learning.
- To help you learn to document what prior learning has occurred
- To help you assemble your first portfolio of prior learning called the Mini-portfolio. This Mini-portfolio will include challenges of two course for academic credit.
- To encourage you to consider assembling a main portfolio of prior learning for other college courses that apply to your academic goals.

REQUIRED TEXTS:

You Deserve the Credit, The Linfield College Adult Degree Student Handbook, The Linfield College General Catalog (current edition)

COURSE OBJECTIVES (requirements for passing the course)

- Complete all assignments by posted due date
- Complete preliminary educational plan
- Complete learning autobiography
- Submit two course challenges with documentation for academic credit
- Submit main portfolio timeline agreement

Role of Instructor - My role is to provide course structure, provide feedback, to initiate trends of thought and to facilitate discussion. I hope to assist you in realizing your academic goals. Both during and after the completion of IDS 250, I will continue to work with you to assist you in identifying courses and to provide guidance in portfolio content which will aid in the development of portfolios. I will review course challenge and documentation before the final submission goes to the faculty evaluator. Please feel free to contact me at my home or work telephone number or e-mail address.

I will be online on Tuesday, Thursday and Sunday of each week.

Writing – IDS 250 is a writing-intensive class. All written work is expected to be at college level proficiency in expression, grammar and use of language. Linfield College uses a writing manual as its guide to acceptable writing style. The text is *The Ready Reference Handbook: Writing, Revising, Editing*. It should be available at your local community college bookstore as well as the Linfield College Bookstore. You may also want to access the Modern Language Association online site for guides to writing.

Assignment 1:

Carefully read the Linfield Adult Degree publication *You Deserve the Credit* Also read the Linfield College Adult Degree Student Handbook. Submit a resume. Any resume format is acceptable. List all of your significant experience since high school. Assignments due by September 20. Grades for all assignments will normally be posted within one week of completion.

Assignment 2:

Review the section in *You Deserve the Credit* entitled Step 2, List Your Significant Learning Since High School. Post significant learning experiences since high school (see *You Deserve the Credit* for examples) The learning objective for this assignment is to help you to discriminate between your experience and the learning that resulted from that experience. Assignment due by September 26.

Assignment 3:

Review Step 3, You Deserve the Credit, Organize Your Learning Experiences into Learning Areas. Organize and list your learning experiences into college subject areas. Assignment due by October 4.

Assignment 4:

Review Step 4 in You Deserve the Credit. Post first draft of your Preliminary Educational Plan. See example of format in You Deserve the Credit. Complete discussion question #1. Assignments due by October 11.

Assignment 5:

Post first draft of your Learning Autobiography. Review Step Five in You Deserve the Credit for an example. Assignment due by October 21.

Assignment 6:

Post completed draft of Educational Plan. Submit statement of purpose for first course challenge. Assignment due by November 1.

Assignment 7:

Submit final draft of your Learning Autobiography and answer discussion question #2. Assignments due by November 8.

Assignment 8:

Submit statement of purpose (see explanation in Announcement section) for second course challenge and answer to discussion question #3. Assignments due by November 15.

Assignment 9:

Submit narratives and documentation for two course challenges as part of the mini-portfolio. Assignment due by December 13.

Assignment 10:

Receive instructor evaluation of mini-portfolio and complete Main Portfolio Timeline Agreement.