

Prior Learning Assessment (PLA) CHALLENGE PORTFOLIO REQUIREMENTS

1. Title Page:

- a. Student Name
- b. Student ID
- c. Phone number
- d. Email address
- e. Date

2. Table of Contents.

3. Formal Cover Letter indicating the specific course for which credit is requested.

4. Statement of Purpose addressing the educational/career plan student is pursuing, including the program requirements and course(s) where PLA will be requested.

6. Resume including education, employment, service experience and other current information pertinent to this portfolio application.

7. PLA Reflective Narrative: Description of prior learning and how that learning meets or exceeds the learning outcomes described in the course syllabus.

- a. Introduction presents the essay topic and overview of student's relevant experience in the field.
- b. Appropriate depth and breadth to demonstrate learning related to knowledge, skills, and competencies and evident integration of key concepts outlined in syllabus;
- c. Correlate learning experiences with theory in the field of study.
- d. Considers and contrasts other perspectives with personal assumptions.
- e. References scholarly articles and uses references to reassert own perspective.
- f. Conclusion summarizes main points and states the significance of the learning aligned with course objectives.
- g. Narrative demonstrates college level writing as outlined in the Publication Manual of the American Psychological Association (APA Style), including: organization, punctuation, effective word usage, in-text citations, and end-of-text references.

8. Evidence supporting all learning statements and syllabus requirements, including appropriate artifacts:

- a. Work samples, articles, publications, recordings, awards, evidence of public presentation;
- b. Employers' letters of appreciation, demonstration of knowledge, validated job description, performance appraisal.
- c. Clients' letters of appreciation.
- d. Proof of membership in professional associations, community service organizations, proof of certification, licensing, etc.
- e. Transcripts or certificates of training or professional education, or other copies of non-credit certificates.
- f. A bibliography of self-study materials which briefly summarizes each book or article.
- e. Other artifacts that corroborate learning statements.

Note: Some PLA candidates may be required to demonstrate their skills in a lab setting.