

SDV 298 PLACE Weekly Assignment Guide

Week 1 Guide

Welcome to Week 1!

Learning Objective: Clarify the steps in the portfolio development / evaluation process and the role of the faculty resource person.

Please Review

This week, you have encountered a great deal of new material. Hang in there and be patient with yourself. Use these first two weeks to become familiar and comfortable with the online classroom and the requirements for this course.

Assignments

1. Please click **on the play button below** to listen to the *Welcome Presentation*. ***Note that every presentation in this class is a PowerPoint with audio. There is also an accompanying script for your reference.***

2. Review and print out the syllabus and make note of the due dates on the Assignment Schedule. All assignments are due by midnight on the due date.

3. Respond to *Discussion Question #1* in the Discussion Board (see Assignment Schedule for due date), to avoid being administratively withdrawn from the course.

- ***Week 1 DQ 1:*** Introduce yourself to the class. Please include your expectations of the course, educational goals, and any other information you would like to share. Explain what it means to you to learn something. How do you know that you've learned something?

4. Follow the instructions below, or in the "Google Sites" tab for Week 1 on the left, to create your e-portfolio using the template in Google Sites. Then become comfortable with the different functions of creating an e-portfolio, such as typing into the document and editing and saving.

5. Start your *Chronological Record*.

Here is the link to the e-portfolio template, from which you will create your e-portfolio. [PLACE ePortfolio Template](#)

Week 1 Resources: Week 1 PowerPoint, Week 1 script, Chronological Record Rubric

Week 2 Guide

Welcome to Week 2!

Learning Objective: *Clarify the steps in the portfolio development / evaluation process and the role of the faculty resource person.*

Learning Objective: *Reflect on life experiences to extract college-level learning.*

1. Schedule an appointment to meet / speak with your faculty advisor to discuss your degree plan, experiences, and course options for portfolio challenge. You will need to meet / speak with your faculty advisor by no later than the end of Week 5.
2. We will set up our individual conferences this week. Please look for an email from me to schedule a time to speak by phone.
3. Continue working on your *Chronological Record*, due at the end of Week Two (see Assignment Schedule for due date).

As with all assignments for PLACE, you will continue to edit and polish your writing throughout the semester. Call or email me if you need assistance-I'm here to help you!

Refer to the e-portfolio example for help as well: [Example: PLACE ePortfolio](#)

Week 3 Guide

Welcome to Week 3!

Learning Objective: *Differentiate between book learning and practical learning, clarifying the expectations of Northern Virginia Community College faculty evaluators*

Learning Objective: *Recognize the value and legitimacy of learning from experience.*

Learning Objective: *Apply appropriate writing practices in the production of a Life History Paper, Goals Paper, and Narrative of Competencies.*

1. Respond to *Discussion Question #2* on the Discussion Board (see Assignment Schedule for due date).

- **Week 3 DQ 2:** Learning occurs in many ways through a variety of experiences. In this course, our focus is on the valuable experiential learning you have gained throughout your lives, specifically that learning which has been obtained outside a traditional college classroom. In comparing traditional classroom learning and experiential learning, what are some of the differences? Consider how each type of learning occurs and how it is assessed.

2. Read through the Life History Paper directions, complete pre-writing activities, and begin writing Life History Paper.

You can find helpful tools and tips for writing and grammar by checking out the writing resources under "Grammar Help" in the Course Documents tab.

Refer to the e-portfolio example for guidance: [Example: PLACE ePortfolio](#)

Week 3 Resources: Life History Paper Handout, Life History Paper Rubric

Week 4 Guide

Welcome to Week 4!

Learning Objective: *Clarify the importance and purpose of the portfolio in relationship to achieving the course objectives.*

Learning Objective: *Apply appropriate writing practices in the production of a Life History Paper, Goals Paper, and Narrative of Competencies.*

1. Watch the presentation below on *Course Content Summaries*.
2. Continue working on your *Life History Paper*, due at the end of this week, in Google Sites (see Assignment Schedule for due date).

*Tips - Life History Paper

-Remember, include all details from your life that pertain to your "learning journey". These details can include any career-related events, volunteer work, geographic moves, educational endeavors, etc. In terms of personal details, include only those which you feel comfortable sharing and that somewhat impacted your learning journey.

-Ask yourself, "Is my thesis statement clear and does it guide the theme of my paper?"

Week 4 Resources: Wk 4 PowerPoint Script, Wk 4 PowerPoint, Bloom's Taxonomy Handout

Week 5 Guide

Welcome to Week5!

Learning Objective: *Establish life/career goals and objectives*

Learning Objective: *Apply appropriate writing practices in the production of a Life History Paper, Goals Paper, and Narrative of Competencies.*

1. Respond to *Discussion Question #3* (see Assignment Schedule for due date).

- **Week 5 DQ 3:** As you dig deeper into your past experiences and attempt to line up those experiences with courses offered at NOVA, I am sure you have run across classes that seem easier or better to challenge than others. Explain this reaction. Based on your reflections and your discussion with your faculty advisor, what makes a class good to challenge? (hint - documentation, course objectives, etc.). Please include specifics about your individual situation. (i.e. What has led you to decide upon challenging particular courses over others?)

2. Read through the attached document explaining the *Goals Paper* and complete the goal setting activities.

3. Begin writing your *Goals Paper*, due at the end of this week (see Assignment Schedule for due date).

Week 5 Resources: Goals Paper Handout, Goals Paper Rubric

Week 6 Guide

Welcome to Week 6!

Learning Objective: *Assess, describe, and document competence developed through experience.*

Learning Objective: *Reflect on life experiences to extract college-level learning.*

Learning Objective: *Recognize the value and legitimacy of learning from experience.*

Learning Objective: *Apply appropriate writing practices in the production of a Life History Paper, Goals Paper, and Narrative of Competencies.*

1. Post *Course Content Summary* to e-portfolio (see Assignment Schedule for due date). Copy and paste it from NOVA's website into your e-portfolio. Adjust as needed for correct formatting. [Course Content Summaries](#) are now available on the NOVA website.
2. Watch the *Narrative of Competencies (NOC), Part One* presentation below. Follow instructions in presentation and complete prewriting to begin your Narrative of Competencies.
3. Note that there is no Narrative of Competencies rubric below. The NOC rubric is individualized based on your chosen course. Once you have posted your course content summary to the e-portfolio, I will email your NOC rubric that is specifically for the course you have chosen to challenge. This will be the same rubric the faculty evaluator will use when reviewing your e-portfolio.

Week 6 Resources: Wk 6 PowerPoint Script, Wk 6 PowerPoint, NOC Resources Handout, NOC Rubric

Week 7 Guide

Welcome to Week 7!

Learning Objective: Assess, describe, and document competence developed through experience.

Learning Objective: Reflect on life experiences to extract college-level learning.

Learning Objective: Recognize the value and legitimacy of learning from experience.

Learning Objective: Apply appropriate writing practices in the production of a Life

History Paper, Goals Paper, and Narrative of Competencies.

1. Watch the *Narrative of Competencies, Part Two* presentation below. Follow instructions in presentation and use prewriting to begin writing NOC.

2. Print out attached Bloom's Taxonomy of Learning Domains to use as a resource in writing NOC.

3. Post one example section of your Narrative to the Discussion Board for peer review (see Assignment Schedule for due date). Follow instructions in the Discussion Board.

- **Weeks 7-9 Peer Review:** Now that you have started writing your Narrative of Competencies, it can be helpful to get feedback from your peers. Choose one example in your NOC and post it to the discussion forum. Include the course title, learning objective, and your learning explanation, in the format below.

Course Title: *Learning*
Objective: *Learning from*
Experience:

Over the next two weeks provide feedback to two of your peers. Although you may not be a content expert in the area your classmate is challenging, you can use the guidelines we have discussed to evaluate the learning descriptions.

Respond to the following questions in your review:

- Does the learning description provide an explanation of the learning environment?
- Are concrete examples and details provided that explain the why and the how?
- Is the change that occurred (change in skills, attitudes, processes, etc.) described? Keep up the good work!

Week 7 Resources: Wk 7 PowerPoint Script, Wk 7 PowerPoint

Week 8 Guide

Welcome to Week 8!

Learning Objective: *Demonstrate understanding of principles of documentation, one's own prior experiential learning, and specifically, provide documentation for each description recorded in the portfolio.*

Learning Objective: *Assess, describe, and document competence developed through experience.*

1. Open and read through the attached document, which provides a detailed explanation and examples of documentation that may be used in the e-portfolio. Start gathering documentation and/or sending off request letters to past employers for verification, if this is necessary (see attached document for an explanation of verification letters).
2. During the next two weeks, peer review and post feedback in the Discussion Board to two of your classmates' NOC examples.
3. We will set up our individual conferences this week. Please look for an email from me to schedule a time to speak by phone.
4. Continue working on the *Narrative of Competencies*. This is considered to be the most important section of your portfolio.

Please let me know if you have any questions! I am happy to help!

***Tip - Narrative of Competencies**

With your Narrative of Competencies, your goal is to not only *tell* your reader what you have done, but you also want to *show* them. What is the difference between showing and telling? If, for instance, you are trying to demonstrate your knowledge of this objective, "Describe the essential aspects of planning effective programs" by explaining your learning experiences when planning your own wedding, you could say something like this:

"I learned that planning a wedding required organization and most importantly, timing."

However, in order to tell AND show the reader your learning, you need to give examples and be more specific. You might say something like this:

"I learned that planning a wedding required organization and most importantly, timing. I started the process by developing a schedule incorporating all necessary vendors, the minister, and hotel activities. My previous experience planning conventions taught me how to better identify how long certain things took to setup so I could manage my planning time and expectations. I used this knowledge to create a time line that divided the tasks into manageable pieces instead of thinking I had to complete everything at once. See the difference between these two examples?"

Please email me with further questions.

Week 9 Guide

Welcome to Week 9!

Learning Objective: Clarify the steps in the portfolio development/evaluation process and the role of the faculty resource person.

1. Watch the presentation below on the *Final E-portfolio Components and Evaluation*.
2. Provide feedback to two classmates on their NOC examples in the Discussion forum (see Assignment Schedule for due date).
3. Continue working on your *Narrative of Competencies* in Google Sites, first draft due at the end of the week (see Assignment Schedule for due date).

Keep up the good work!

***Tip - Narrative of Competencies**

Read through your NOC learning explanations for opportunities to insert, "I learned..." phrases. If you have read through a paragraph or two without one, go back and find a way to work it in. Starting sentences with "I learned..." is a good check to make sure you are explaining what you learned as well as what you did.

Week 9 Resources: Wk 9 PowerPoint Script, Wk 9 PowerPoint

Week 10 Guide

Welcome to Week 10!

Learning Objective: Appreciate that learning is a life-long process.

Learning Objective: Assemble a portfolio of life and career accomplishments for submission to Northern Virginia Community College faculty evaluators, prospective employers, or others interested in appraising the student's competence.

1. Continue revising/updating all parts of your e-portfolios and collecting/uploading documentation as needed.
2. First draft of the e-Portfolio due at end of week (see Assignment Schedule for due date). Please email me notification that your first draft is complete.

Note: The title of your portfolio needs to be in this format: First Name, Last Name ('s), Course ID, e-Portfolio.

***Example – John Student's BUS 111 e-Portfolio**

You may need to go back and change your title to include the course you are challenging.

Week 11 Guide

Welcome to Week 11!

Learning Objective: *Appreciate that learning is a life-long process.*

Learning Objective: *Assemble a portfolio of life and career accomplishments for submission to Northern Virginia Community College faculty evaluators, prospective employers, or others interested in appraising the student's competence.*

1. Read through "Creating Multiple e-Portfolios" in Google Sites link of Black Board course.

2. Respond to *Discussion Question #4* in Discussion Board (see Assignment Schedule for due date).

- **Week 11: DQ 4:** As we move into the final weeks of this course, it is time for some reflection. Think about the points below and what you have learned in the last few weeks as you've taken a closer look at your life's path and your accomplishments.

What have you learned about 1) yourself and your abilities, 2) your learning style and preferences, and 3) your view of academic/college-level learning?

Your reflections may be general or specific.

3. Continue editing and revising all components of your e-portfolio. Incorporate the feedback from the rubrics and from your classmates in the discussion forum.

You're almost there! Keep working hard!

Week 12 Guide

Welcome to the final week of this course!

Learning Objective: *Appreciate that learning is a life-long process.*

Learning Objective: *Assemble a portfolio of life and career accomplishments for submission to Northern Virginia Community College faculty evaluators, prospective employers, or others interested in appraising the student's competence.*

1. ****Final E-Portfolio due by midnight on Sunday, December 20th****

2. Please email me to confirm that you are done with final edits and your e-portfolio is complete.

3. Complete end-of-course evaluation.

Great work these past 12 weeks!