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This Handbook is maintained on the LeTourneau University Website at www.letu.edu/portfolio.
Examples may be viewed, and Forms completed at: www.letu.edu/portfolio.
Questions can be directed to PLA@letu.edu.
1.0 PORTFOLIO – DOCUMENTED LEARNING

INTRODUCTION

Portfolio is a method by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. Learning may have occurred through videos, online distance learning, computerized visual aids or other learning settings. Portfolio is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies. Credit is granted for college level learning and not for the experience alone. Credit is not awarded for duplicating previous or future coursework. Expect to invest time and effort in the portfolio process.

The LeTourneau University portfolio process enables the student to receive college credit for college-level documented learning which takes place outside the traditional classroom. Typical classroom environments that would support the portfolio process would include career and technical schools, business schools, professional schools, computer courses, and employer sponsored courses or training. Government regulated certifications and licenses may also be considered for college credit through a portfolio assessment.

1.1 Students desiring to receive college credit for learning gained through documented experiential learning must submit documentation in the portfolio format to the PLA Coordinator for review for evaluation. The portfolio evaluation process averages two to three weeks. Portfolio seminars are available online to provide guidance for students interested in documenting prior learning experiences.

1.2 To petition for credit for major courses or general education courses, it is recommended that LETU2073 be taken. Portfolios should be submitted within one year after entering the undergraduate program in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when course match credit is not recommended, or the number of portfolio credits received is less than expected.
2.0 PORTFOLIO CATEGORIES

Students may petition for credit through portfolio in four categories: Professional Courses, Professionally Accredited Colleges and Schools, Licenses and Certifications, and Life Learning Essays (Life Learning Essays only available if the student successfully completed LETU2073). Students may petition in one category or a combination of any or all categories.

2.1 Professional Courses

Professional Courses are courses students may have completed individually or through an employer. If a number of courses were taken in a specific subject area the courses may be combined to optimize the amount of credit awarded. The following are types of professional courses which qualify through portfolio:

- Workshops
- Conferences
- Seminars
- Training meetings/In-services
- Courses completed through a college’s school of continuing education
- Classroom Teacher’s Aide experience

2.2 Professionally Accredited Colleges and Schools

Professional Colleges and Schools are schools which are not regionally accredited. If a student can obtain three letters of articulation from said school credit may be awarded. If students can obtain these letters they are encouraged to contact their academic advisor for more guidance. Generally courses from regionally accredited schools transfer directly into a student’s program at LeTourneau with a grade of “C” or better. If a course is presented on a transcript from a regionally accredited school, but the course does not transfer, it cannot be submitted through the portfolio. The following are types of professional colleges and schools which qualify through portfolio:

- Colleges and schools which are not regionally accredited
- Community colleges offering courses through their school of continuing education
- Professional colleges and schools accredited through an accreditation body other than one which is regionally accredited

2.3 Licenses and Certifications

Licenses and Certifications allow a student to carry out a task or duty which the student would otherwise not be allowed to perform. The following are some of the types of licenses and certifications that may qualify through portfolio:

- Real estate license
• Aviation certificates
• Stock broker licenses
• Nursing assistant certification
• Computer certifications
• Engineering certificates
• Cosmetology licenses
• Law enforcement licenses

Certificates received at the completion of a course or seminar should not be confused with a certification or license a person is granted in order to perform a certain task or duty. Certificates received at the completion of a course should be submitted on the Professional Courses form, not the Licenses and Certificates form. Licenses and certifications are normally required to perform a job, task or duty. Several licenses and certifications have been reviewed and are included in the list of Pre-Assessed Licenses and Certifications referred to at www.letu.edu/portfolio. If the license or certification is listed on the pre-assessed list, the only piece of documentation required is a copy of the license or certificate itself placed into portfolio format. Otherwise students must submit third party documentation on what is required to obtain a license or certification.

2.4 Life Learning Essays

Students who have successfully completed LETU2073 Personal and Professional Development with a grade of C or higher may submit Life Learning Essays for credit. There is a limit of 12 hours through this category. No additional fees will be assessed for these students. Life Learning Essays focus on career or personal experiences that involve learning objectives.
3.0 DOCUMENTATION

Documentation is complete when three areas of criteria are met for each course:

- Content
- Hours
- Verification of completion

3.1 Content

Each course submitted must include a course description. The description can come from:

- A flier
- A school catalog
- A table of contents from the curriculum used
- A copy of the syllabus
- A letter from an employer or trainer

3.2 Hours

Hours are necessary to determine the number of credits a student will receive for each course or certificate completed. Credit is calculated as follows:

- 20 classroom hours = 1 semester hour of credit
- 2 continuing education units = 1 semester hour of credit
- 30 lab hours = 1 semester hour of credit
- 30 classroom teacher’s aide experience hours = 1 semester hour of credit

A certificate of completion or classroom hour verification referring to units of measure other than continuing education units will be treated as classroom hours.

One of the following verifications of classroom hours is needed for each course:

- A signed certificate of completion that specifies classroom hours, lab hours or continuing education units.
- An official transcript from the institution offering the course that specifies classroom hours, lab hours or continuing education units.
- A course description from a college catalog or equivalent that specifies classroom hours, lab hours or continuing education units.
- A Letter of Completion from an employer or sponsoring entity specifying the number of classroom hours, lab hours or continuing education units.
3.3 Verification of Completion

Any of the following methods may be included in your portfolio to verify a course has been completed:

- A signed certificate of completion
- An official transcript
- A signed Letter of Completion from an employer or trainer

3.4 Letter of Completion

A Letter of Completion may be used as documentation to replace items 3.1, 3.2 and 3.3. Documentation will be considered complete with a signed and dated letter, with each page written on company letterhead from (a) the employer with which a student was employed at the time the classes were taken or (b) the trainer (sponsoring entity) from which the courses were taken specifying the following:

- Date of course
- Name of course
- Number of classroom hours, lab hours or continuing education units
- A brief description of the course

Letters of Completion must be written in third person with specific reference to the person for whom the training is documented. Please see the Portfolio webpage for an example of a Letter of Completion www.letu.edu/portfolio.

3.5 Life Learning Essay Supporting Documentation and Hours

Life Learning Essay documentation may be completed using any of the other forms of documentation. Documentation may also include pictures, videos, certificates, etc. Contact the Prior Learning Assessment Coordinator if you have questions about appropriate documentation. Students may petition for general elective credit. Hours are awarded for the Life Learning Essays based on the quality of the paper, including using the Kolb-Fry model and APA formatting and style. Most essays are awarded three elective hours, but less may be awarded if the paper does not meet requirements. Students may submit up to four Life Learning Essays for a total of 12 credit hours.
4.0 LEARNING OUTCOME STATEMENTS

Each student petitioning for Portfolio Documented Learning elective credit is required to submit a Learning Outcome Statement for each topic area in the portfolio. The Learning Outcome Statements are provided in addition to and separate from other portfolio documentation. The statement must be a minimum of 1 ½ - 2 pages in length per topic, explaining the outcome of the student’s learning. The essay should include:

- **What the student learned** and how it has been applied in the student's work or personal environment
- **What new skills and abilities did the student gain** from this training? How has this training helped the student reach his/her goals?
- **What practical application** or learning does this experience have?
- What insight has the student gained from this experience?
- What are the implications of this learning? What are the positive and negative outcomes?

An example of a Learning Outcome Statement is provided on the Portfolio webpage [www.letu.edu/portfolio](http://www.letu.edu/portfolio). One outcome statement may be used to cover a broad range of training if all training applies to one topic. Evaluators are looking for college level writing and critical thinking skills. Learning Outcome Statements should not be submitted with Life Learning Essays, only the other petition categories.
5.0 EVALUATION AND PROCEDURES

LeTourneau University adheres to the academic standards established by its governing body, the Southern Association of Colleges and Schools (SACS) and guidelines set forth by The Council for Adult and Experiential Learning (CAEL) as the method by which portfolios are evaluated. Procedures established for the evaluation process are in compliance with SACS and CAEL.

5.1 Criteria for Evaluation

The following criteria apply to the portfolio evaluation process:

- Credit should be awarded only for learning and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that shows balance between theory and practical application and is appropriate to the subject.
- Competence levels and credit awarded is made by academic experts and must include appropriate subject matter.
- Credit should be appropriate to the academic context in which it is accepted.
- Student generated documentation will not be evaluated.

5.2 Evaluators

Evaluators are LeTourneau University faculty or outside consultants with advanced degrees. They are chosen for their expertise and professional experience. Evaluators adhere to the guidelines established by the Office of the Registrar, based on the guidelines developed by the Council for Adult and Experiential Learning (CAEL), the American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS).

5.3 Awarding of Credit

Evaluators will review the documentation provided to determine authenticity and whether college-level learning has occurred. The maximum amount of credit awarded through the portfolio process is 30 credits. A block of elective credit is awarded. Students who wish to petition for credit for a general education or Major course must first take CAEL1003 Prior Learning Assessment Theory and Practice.

5.4 Transfer of Credit

Portfolio credit is available to students and will be applied to the degree audit after the application process is complete and the student’s file has been assessed.
5.5 Portfolio Assessment Fees

Portfolio Assessment Fees are as follows:
Assessment fee $125 per initial submission
              $125 per addendum submission
              $125 per re-evaluation submission

The assessment fee is due at the time the portfolio is submitted. Once credit is awarded, the student will receive a Registrar’s Report that itemizes a student’s credit. Refer to the portfolio webpage for an example of the Registrar’s Report www.letu.edu/portfolio.

Portfolio addendums and requests for reassessment may be submitted as often as desired for the maximum of 30 credits.

Students who have completed and passed LETU2073 with a grade of C or higher do not pay any portfolio fees.

5.6 Submission Dates and Deadlines

Please allow 2 to 3 weeks for the portfolio evaluation process once submitted. The following are suggested submission dates:

- After admission to LeTourneau University
- No later than one year after entering Major Courses. This timeline allows for portfolio credit to be awarded in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when the number of portfolio credits received is less than expected and additional coursework is required.

In compliance with appropriate policies and filing dates for graduation, portfolios submitted to receive credit to meet graduation requirements must be received and credits paid for by the following deadlines:

<table>
<thead>
<tr>
<th>Graduation Month</th>
<th>Portfolio Submission and Assessment Fee Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>May</td>
<td>March 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>August</td>
<td>June 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
Please email your portfolio to the PLA Coordinator: PLA@letu.edu

5.7 Addendum to Portfolio

An addendum to a portfolio previously evaluated may be submitted. The original portfolio is resubmitted and includes the following in the addendum:

- Additional Portfolio Completion Checklist and Statement of Authenticity
- Additional Assessment Request Form
- Necessary Petition for Credit Form(s)
- Addendum documentation showing completion, hours and content
- Appropriate Learning Outcomes Statement(s) relating to the addendum

Email the Addendum as a separate email attachment, clearly labeled “Addendum.” Submit along with the original Portfolio submission as a separate attachment to the same email.

Addendums may be submitted as often as desired for the maximum of 30 credits earned through portfolio. The assessment fee for each submission is $125.00.

5.8 Portfolio Request for Previously Assessed Credits

If a student has submitted an original portfolio and received credits, but did not need all credits at the time of submission, contact the Prior Learning Assessment Coordinator to request previously assessed credits.

5.9 Appeal Process

If a student does not agree with the Registrar’s Report, they have 14 days from the receipt of the report to contact the Prior Learning Assessment Coordinator in Longview via email or phone. The Prior Learning Assessment Coordinator will then discuss any issues with the lead evaluator or other academic services staff. Documents requested by the Prior Learning Assessment Coordinator must be submitted upon request and in a timely manner.
6.0 PORTFOLIO SUBMISSION FORMAT

Portfolios are compiled and submitted in a specific format. This format is the method by which the portfolio can be best organized and evaluated as a documentation of prior learning experience.

6.1 Electronic Portfolio Submission

Students must submit their portfolio as one email attachment. Please check that all documents are readable and have been scanned for viruses before submission. All documents must be in a version of Word 97 or higher or Adobe PDF. See an Electronic Portfolio Submission Example on the Portfolio webpage www.letu.edu/portfolio.

6.2 Dividing Title Pages

Each section of the portfolio must be labeled by a Title Page:
- Table of Contents
- Resume
- Portfolio Assessment Request Form
- Petition for Credit Form(s)
- Documentation
- Learning Outcome Statement(s) and/or
- Life Learning Essays

6.3 Page Format

All written material must be in English, typed or printed and double-spaced. The typed or printed material must be on white 8 ½ x 11 inch paper. Except for titled pages one inch margins should be used throughout the portfolio. With the exception of Title Pages, all pages of the portfolio must be numbered consecutively at the bottom center of each page.

The Publication Manual of the American Psychological Association (APA) may be used for additional format considerations.

6.4 Cover Page

A cover page must be provided as the first page of the portfolio. Cover Page example on the Portfolio webpage: www.letu.edu/portfolio.

6.5 Table of Contents

Please refer to the Portfolio webpage for an example of a correctly formatted Table of Contents www.letu.edu/portfolio. The accuracy of numbering pages is important. If documentation cannot be located from the Petition for Credit Forms and the Table of Contents, credit may not be awarded.
6.6 Resume

Please include a current resume. The objective of the resume is to provide an introduction and outline your background, education and training experiences for the evaluator. Resume help is also available at [http://www.letu.edu/_Student-Life/career-services/](http://www.letu.edu/_Student-Life/career-services/).
7.0 FORMS

The following forms must be completed and included in the portfolio submission:

- The Portfolio Completion Checklist and Statement of Authenticity Form

The following form must be completed and included in the portfolio. The form confirms the student’s demographic information and must be signed to indicate the student is requesting an assessment of prior learning based on documentation submitted in portfolio format.

- Portfolio Assessment Request Form

The following form(s) must be completed and included in the portfolio submission:

- Petition for Credit Form(s)

The forms show the exact location of the documentation in the portfolio. Complete a block for each course. Please list only one license/certification or course per block. Please be precise when completing the petition forms.

Forms are available at: www.letu.edu/portfolio
8.0 REQUIRED ORDER OF CONTENTS

Portfolios must be assembled in the following order:

- Cover Page
- Portfolio Completion Checklist and Statement of Authenticity
- Table of Contents
- Resume
- Portfolio Assessment Request Form
- Petition for Credit Form(s) in the following order as applicable:
  - Professional Courses
  - Professionally Accredited Colleges and Schools
  - Licenses and Certifications
  - Life Learning Essays
- Documentation showing completion, hours and content for each course should be inserted in the same order as listed on the Petition for Credit form(s)
- Learning Outcome Statement(s) (Learning Outcome Statements not needed to submit for a Life Learning Essay) and /or
- Life Learning Essay(s)