



**Peru State College  
College 201/Prior Learning/Life Experience Portfolio Development  
Syllabus –Spring – 2012**

<b>Instructor:</b>	Dr. Greg Galardi
<b>Office Hours:</b>	Anytime via email or by appointment
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<b>Course Meets:</b>	Online January 9, 2012 to May 4, 2012
<b>Required Textbook:</b>	None
<b>Required Software:</b>	Microsoft Word 2007 or 2010

**Course Description & Objectives**

This is an online course designed for students interested in having their life experience evaluated for the purpose of determining credit if credit for prior learning should be granted. This involves a process of self-evaluation, analysis, personal reflection and documentation. It is for individuals with appropriate learning experiences allowing the student to identify the knowledge, skills, and abilities they have acquired or demonstrated in non-collegiate settings. The course will help students to identify transferable learning experiences and to prepare an adequate description and documentation of their prior learning. Students will examine and assess personal, educational and occupational goals in context of the changing world of work.

Prerequisites: None

Upon completion of this course students should be able to:

1. Submit a portfolio using college level writing skills which accurately depicts lifetime professional prior learning experiences, training, skill and employment.

At the beginning of the course, information will be presented to reflect how these objectives fit into the College's and School's mission and goals. The instructor reserves the right to modify due dates and assignments.

**Expectations & Instructional Approach**

The class includes assignments with specific due dates designed to assist students in constructing a prior learning portfolio based on educational experiences and professional accomplishments. Students will submit college level work which contains no spelling, punctuation or grammatical errors. The instructor shall provide feedback to

students on how to improve work prior to final submission of the portfolio. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

### **Assessment and Grading**

This course is a credit/no credit course. All work must be submitted by the dates listed within the Blackboard course shell. Upon successful submission of a portfolio to the evaluator(s), the portfolio will be assessed for prior learning credit and possible specific course credit. Peru State College consists of three academic schools (Arts and Sciences, Education and Professional Studies) and students must submit a complete portfolio to the Dean of each school for evaluation and possible assignment of college credit.

Each assignment is submitted through Blackboard individually. The instructor evaluates the assignment for the purpose of adequacy as part of the final portfolio submission. A score of 1.0 reflects the assignment is ready to be submitted as part of the final portfolio. Any score less than a 1.0 reflects the assignment needs revision before submitting it as part of the portfolio. The instructor shall provide comments for specific improvement as needed for each assignment. In order for the entire portfolio to be reviewed for evaluation for academic credit, each assignment must be approved as satisfactory. Learners who fail to do so shall not have their portfolio evaluated and receive no credit for the course.

### **Late Assignment Policy**

Late work is not accepted in this course: failure to submit work in a timely manner results in no credit being earned for the class. If exigent circumstances occur which prevent a student from completing the work, please contact the course instructor as soon as possible.

### **College's Incomplete Coursework Policy**

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the

instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

### **College's Academic Integrity Policy**

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

### **Title IX Compliance Notice**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

### **Tentative Course Schedule**

**All work must be submitted by the respective date(s) via the assignment links in the Blackboard Shell. Students are expected to complete the work sequentially as each segment builds the portfolio, resulting is a well-documented and completed portfolio by April 23, 2012.**

<u>Due Date</u>	<u>Work Due at Midnight on date</u>
January 16, 2012	Introductory Discussion Board and Initial Table of Contents
January 23, 2012	Professional Career Goal
February 6, 2012	Resume, Employment Profile and Organizational Chart
February 20, 2012	Current/Past Employment and Occupational Profile
Midterm Break	March 5-9 2011
March 12, 2012	Educational, Personal, Volunteer and Community Service Essay
March 26, 2012	Summary of Work and Knowledge/Skills/Competencies to support Course Credit Requests
April 9, 2012	General Prior Learning/Life Experience Request & Appendices
April 23, 2012	Submission of Prior Learning Portfolio