College 201/PRIOR LEARNING/LIFE EXPERIENCE PORTFOLIO DEVELOPMENT
Syllabus–Spring Term 1 2019

Instructor: Dr. Greg Galardi
Office Hours: Anytime via email or by appointment
Office Telephone: 402-872-2427
Email Address: ggalardi@peru.edu
Course Meets: Online January 7, 2019 to February 28, 2019
Required Textbook: None
Required Software: Microsoft Word 2010, 2013 or 2016

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

Course Outcomes

Upon completion of this course, students should be able to:

1. Submit a portfolio using college level writing skills that 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 that 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 is evaluated 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.

Late Assignment Policy

Late work is typically 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.

Grading Scale

Each assignment is submitted individually on a weekly basis through Blackboard. 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.

Grade Appeal Policy

Students who wish to appeal a final grade in a course should consult the Grade Appeal Policy. The first step in the process is to consult with the faculty member. If a satisfactory resolution is not achieved, the student should meet with the appropriate academic Dean for the School in which the course is offered. The complete policy is available in the Undergraduate Catalog or at the link below:

http://www.peru.edu/academics/GradeAppealPolicy
Disability Services

The Disability Services Office provides services for students with disabilities at Peru State College. Located inside the Center for Achievement and Transition Services (CATS), the Disability Office will assist students with determining eligibility for services, document verification and on-going assistance. Students who are interested in learning more about these services may contact the Educational Support and Disability Services Coordinator for more information at spfeifer@peru.edu or 402-872-2440.

For students with existing testing accommodations, please complete the Request to Test form located on the Disability Service website www.peru.edu/disability with your faculty member at least 48 hours prior to a test. Requests not submitted via the form may not be able to be accommodated on the requested date, if scheduling conflicts exist.

Tutoring

The CATS building offers all registered Peru State College students course-specific peer tutoring available in daytime, evening and residence hall settings at no cost. Tutoring services are available on a walk-in basis, generally beginning the 2\textsuperscript{nd} week of each academic semester. For specific hours and locations, or to request a tutor please visit www.peru.edu/tutoring, the Bobcat Life app, or see CATS 102.

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. The complete Academic Integrity Policy can be found in the Undergraduate Catalog or at the link below:

http://www.peru.edu/academics/AcademicIntegrityPolicy

Equal Opportunity 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, sexual orientation, gender identity, 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 II of the
Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act. 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 course shell. Students are expected to complete the work sequentially as each segment builds the portfolio, resulting in a well-documented and completed portfolio by Thursday, February 28, 2019 at 11:59 p.m.. The portfolio may be deposited in the Blackboard shell, emailed as .pdf document to ggalardi@peru.edu, or mailed to Dr. Greg Galardi, Dean of Professional Studies, Peru State College, Peru, NE 68421. Please send a separate email notifying me your portfolio has been emailed, as files with attachments occasionally get screened out by the spam filter.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Work Due at Midnight on date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2019</td>
<td>Introductory Discussion Board and Initial Table of Contents</td>
</tr>
<tr>
<td>January 20, 2019</td>
<td>Professional Career Goal</td>
</tr>
<tr>
<td>January 27, 2019</td>
<td>Resume, Employment Profile and Organizational Chart</td>
</tr>
<tr>
<td>February 3, 2019</td>
<td>Current/Past Employment and Occupational Profile</td>
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<td>February 10, 2019</td>
<td>Educational, Personal, Volunteer and Community Service Essay</td>
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<td>February 17, 2019</td>
<td>Summary of Work and Knowledge/Skills/Competencies to support Course Credit Requests</td>
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<tr>
<td>February 24, 2019</td>
<td>General Prior Learning/Life Experience Request &amp; Appendices</td>
</tr>
<tr>
<td>February 28, 2019</td>
<td>Submission of Prior Learning Portfolio by midnight</td>
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