

Indiana University of Pennsylvania

Portfolio Assessment

If you have developed considerable expertise related to your job or have completed extensive reading in a specialized area, it is possible that you have acquired knowledge that is college level. IUP offers several methods to earn college credit for the college-level **learning** that you have gained through your work and life experiences, independent reading and study, and participation in formal courses sponsored by associations, business, government, industry, the military and unions. One method is the College Level Examination Program (CLEP). Successful completion of standardized examinations in general areas as well as specific subject areas could result in the earning of college credit. Another method is a comprehensive exam prepared by IUP academic departments. Departmental exams are offered in computer science, economics, world geography, typing and shorthand. Further information pertaining to CLEP and departmental exams is available at the Career Services Office (724) 357-2235.

A third option is now available for those who find that neither a CLEP exam nor a departmental exam is available to assess the learning you have achieved. Known as **Portfolio Assessment**, this method enables you to earn college credit by preparing a portfolio of documents, writings, tests or examples of your work as evidence of learning. The portfolio will be evaluated by a qualified faculty member to determine whether or not you have demonstrated learning normally achieved by taking the equivalent college course. By converting your learning into college credit, you save valuable time and could earn your degree more quickly.

Eligibility

1. The applicant must be currently enrolled at IUP and must be able to use the portfolio assessment credit as part of a degree or certified program.
2. The applicant must have graduated from high school or completed the GED. Individuals over 25 years of age may waive the GED requirement upon completion of 30 college credits.
3. The subject content of the portfolio to be assessed may not duplicate college credit already earned.

Policy

1. Credits awarded through portfolio assessment must conform to specific course titles listed in the IUP undergraduate catalog. Credit awards for broad general areas (block credit) are not permitted.
2. No more than one-half of the credit hours of the major may be earned through CLEP, departmental challenge examinations or other forms of prior learning assessment.
3. Credits earned through portfolio assessment may not apply as residency credit.

A Student Guide

The overall goal of this experience is for the student to demonstrate that through out-of-class activities, he or she has attained knowledge and skills normally learned as a result of classroom instruction. By using a portfolio, the student organizes prior experiences into a manageable form for the assessment. The learning that is equivalent to an IUP course is listed, and documentation is provided. It is important to remember that college credit is awarded for depth of knowledge and experience, not for years of experience.

As part of the initial application process, all non-collegiate experiences and resultant learning that you believe were equivalent to an IUP course should be listed. Be sure that the learning attained is reasonably comparable to the concepts listed in the outline of the regular classroom course. The next step is to document or demonstrate to the faculty member the depth of your knowledge. The following are suggestions of different types of documentation.

1. Letters from supervisors
2. Certifications
3. Job descriptions
4. Products of your work
5. Books and other material used
6. Non-college courses and training

The faculty member providing the assessment has the option to use several different assessment techniques. Although the review of portfolio and an oral defense are the principle techniques, such methods as on-site visitations and written examinations may be used also.

Once your application has been completed, you should arrange to meet with the director of the Extended Studies. The director will verify that the proposed portfolio does not duplicate college credit already earned. The director will then request that the chairperson of the department offering the course recommend a faculty member to assume responsibility for the assessment. The faculty member will meet with you to review your proposed portfolio. He/she will determine whether or not the proposed portfolio is appropriate. Given his/her approval, you are ready to gather the documentation and develop your portfolio.

Using your portfolio plan, provide greater detail regarding the concepts learned and documentation of the learning. As a guide, keep the following questions in mind:

1. Is your knowledge and skill current?
(Skills learned 20 years ago may be out of date.)
2. Is your knowledge applicable to other settings outside the specific job?
(Can you apply the management principles required in one position to an entirely different work situation?)
3. Is your learning considered college level?
(You need to stress the theoretical principles that are related to your learning.)
4. Can your knowledge be measured and evaluated?
(Can you show a faculty member how much you know and how well you learned it?)

When you believe the portfolio is ready to be assessed, submit it to the director for a preliminary review. Upon formal submission of the portfolio, you are responsible for payment of the assessment fee (one half of the tuition normally charged to enroll in the course.) The portfolio will then be submitted to the faculty member, and you will be notified of the results of the assessment.

Getting Started

1. Send the completed application to Enrollment Management, Attn: Kristen O'Hara 104B2 Sutton Hall, 1011 South Drive Indiana, PA 15705. Be sure to indicate the IUP course that appears to represent the **learning** you have attained through out-of-classroom activities.
2. Arrange an appointment to meet with the director to explain how you expect to demonstrate learning achieved through out-of-class activities that relates to the course(s) selected.
3. Upon approval of the application, a faculty member will be assigned to meet with you to review requirements that must be fulfilled to earn credit for the selected course(s).
4. Further questions regarding portfolio preparation should be addressed to the director until the portfolio is ready for submission.
5. Submit the portfolio to the director. You will be required to pay the assessment fee (one half regular tuition) for credits to the office of the Bursar in Clark Hall. You will be notified whether or not your portfolio has been accepted for college credit.
6. If accepted, the Registrar shall list the course title, number of credits, and an indication that credit was earned through portfolio assessment.

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Application for Portfolio Assessment

Instructions

1. Print or type all entries.
2. Please submit application form and all required information to Enrollment Management.
3. Enclose the \$15 application fee payable to IUP.

BANNER ID # _____

Name: _____ Birth Date: _____

Local Address: _____

Phone # _____

Home Address: _____

Phone # _____

Position Title: _____

Present Employer: _____

Title and number of IUP course to be replaced by portfolio assessment:

Please list names of colleges or non-collegiate schools you have attended; year of attendance, and number of credits earned.

| | <u>College or School</u> | <u>Location</u> | <u>Years Attended</u> | <u>Credits</u> |
|----|--------------------------|-----------------|-----------------------|----------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

Semester of **last** IUP attendance _____ Intended Major _____

The above information is true and accurate. _____
Signature Date

On the attached sheets, please describe briefly all non-collegiate experiences that you believe have led to college-level learning related to the IUP course listed above. Include job titles, dates of employment and a brief description of the learning you have gained through job experience, travel, reading, or attendance at non-collegiate schools, etc.

Brief Summary of Learning Experiences

Brief statement of college level learning gained outside the classroom that related to the course:

1.

2.

3.

4.

Source of learning: job title, dates of employment, travel, reading, non-collegiate schools:

1.

2.

3.

4.

Portfolio Assessment

An opportunity to earn college credit for the knowledge you have gained through life and work experiences.

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1011 South Drive
Indiana, PA 15705