



PLA PORTFOLIO INSTRUCTIONS

Students at the University of Colorado, Colorado Springs College of Business (UCCS COB) may earn credit for significant learning experienced in professional work or service. If the professional experience is legitimate within the context of a course learning outcomes, as stated in a course syllabus, credit may be given. The policy guiding prior learning assessment (PLA) for experiential learning are outlined [HERE](#) (add URL).

To apply for credit based on previous professional work experience, students must complete and submit a PLA Portfolio including information about for each UCCS COB course for which they wish their previous experience to transfer.

Prior Learning Assessment (PLA) Portfolio Components

The PLA Portfolio includes eight (8) components that must be addressed for the portfolio to be reviewed by faculty. These components are as follows and should appear in the order specified:

1. Title Page [1 page]
2. Table of Contents [1 page]
3. Current Resume [1-2 pages]
4. Autobiography and Educational Goals Statement [3 to 5 pages]
5. An explanation of the relationship between your professional experience and the specific UCCS COB Course Learning Outcomes (CLOs) that align with the course you have identified as achieved prior learning [1 to 2 pages]
6. A detailed description of significant learning experiences tied directly to the CLOs [2 – 4 pages]
7. Documentation of learning including key supporting information such as evaluation(s), professional development, and appropriate letters [as many pages as necessary]
8. Additional documentation the student wishes to be considered as part of the review process. This could be examples of work artifacts you've independently produced. [Length varies]

Essential Portfolio Component Details

1. Title Page

The title page of your portfolio serves to identify you and your intentions to the evaluator. It should contain the following information:

- Your name
- Your student identification number
- Your contact information (home address and home telephone number)
- Course Name and Course Number
- The date your learning portfolio is submitted for evaluation
- Suggested length: 1 page.
- For an example of a title page, refer to the Sample Portfolio Title Page located on the Appendix.



2. Table of Contents

Your portfolio's Table of Contents should clearly identify each element/section contained within the document. There are six (6) essential elements (see above) contained in each portfolio, and your table of contents should appear on its own page. Wait until you finish compiling your portfolio before attempting to paginate the document. Any late additions and/or changes will necessitate a change in page numbers. Suggested length: 1 page.

3. Current Resume

A resume is a short, chronological account of an individual's qualifications and career. The resume is an essential element of your portfolio because it serves to introduce you to the assessor. Your resume should identify and briefly describe your educational history, training history, employment history, military service history, important personal or professional activities and interests, and a statement indicating how the reviewer can request professional references. Suggested length: 1 to 2 pages. For an example of a title page, refer to the Sample Resume/Resume Template located on the Appendix.

4. Autobiography and Personal Educational Goals Statement

This narrative serves as a comprehensive self-portrait, allowing you to vividly convey to the assessor the following six (6) key elements: (a) your unique identity and background, (b) significant learning experiences that have shaped you, (c) areas of substantial personal and professional development, (d) key competencies you've acquired, (e) your educational goals, and (f) compelling reasons for pursuing prior learning assessment through portfolio development. By crafting a detailed and reflective account, you provide the assessor with crucial insights into your journey, achievements, and aspirations. This narrative not only showcases your qualifications but also demonstrates your ability to critically analyze your own growth and articulate your motivations for seeking academic recognition of your prior learning experiences. Please be sure to link your educational goals to your professional experience. Suggested length: 3 to 5 pages.

5. Relationship Between Prior Learning and Specific Course Learning Outcomes

This section should include a narrative that describes how the competencies gained through previous professional work experience relate to specific courses at UCCS COB. Your narrative should be course specific, and include the following:

- The academic degree program you want to pursue.
- Course(s) and/or subject/content area(s) within your chosen degree program for which you would like experiential learning to count towards and course-specific learning outcomes. Include course descriptions and learning outcomes (course descriptions and CLOs are listed on the course syllabus).
- Explanation of how previous learning experiences relate to/satisfy learning outcomes for each CLO.

6. Detailed Description of Your Significant Learning Experiences and Competencies

To provide a comprehensive narrative for your prior learning assessment portfolio, you will need specific details about your actual work experiences and projects that tie to the CLOs



for the UCCS COB course(s) you have identified for the PLA portfolio. The following list includes the elements that should be included in your portfolio:

- Introduction: Briefly summarize your relevant work experience and how it relates to the UCCS COB course.
- Experience Details: Describe specific projects, responsibilities, and tasks you completed that align with the CLOs. Providing timeframes for each project or responsibilities can help your assessor understand the depth of your experience. List companies, organizations, or settings where the work occurred and include supervisors, team members, or clients tied to the work.
- Reasoning: Explain the purpose and goals behind your actions/experiences and detail the technical and soft skills you developed.
- Knowledge and Application: Describe industry-specific knowledge or theoretical understanding you obtained and explain how you've applied this learning in subsequent work. Highlight how your prior professional experience has prepared you for advanced study in your field
- Evidence of Mastery: Provide concrete examples demonstrating your proficiency and include quantifiable results or achievements when possible.
- Conclusion: Summarize how your prior learning qualifies you for course credit and positions you for success in the UCCS COB degree program. Remember to provide specific, detailed examples throughout your narrative. This will give the faculty evaluator a clear picture of your expertise and its relevance to your chosen program. Suggested length: 2 to 4 pages for each course/curricular area identified in portfolio.

7. Documentation and Evidence of Learning

This section of your portfolio provides evidence that the learning took place. Your goal for completing this portion of your portfolio should be to provide effective documentation as evidence of your prior learning. Effective documentation is characterized by the following:

- It provides evidence and support of what you know and your competencies.
- It is specifically geared to the area of knowledge in which you are petitioning for credit.
- It is logically and attractively presented.
- Each piece of documentation is accurately identified and labeled.
- It is not redundant. Excessive documentation tends to frustrate and confuse the evaluator.

There are several types of documentation that can be used to support your portfolio and petition for equivalent credit. Some examples of direct sources of evidence/documentation to showcase previous learning include artifacts from projects you have completed.

Examples include work samples like, technical reports, slide decks, graphic design examples, websites you have built, GitHub projects, etc., as documentation. You can also include indirect sources of evidence such as newspaper article(s) written about you, or about an activity in which you participated that reflects learning and competencies in a specific subject area, letters from employers written on your behalf. Note: letters must identify and discuss your learning and competencies in specific content area(s) and appear on official letterhead.



In addition, you should not submit actual examples of any products and/or physical creation that you wish to have evaluated. Photographs of the object(s) along with detailed descriptions will be accepted as evidence. Suggested length: as needed.

8. Additional Information and Documentation

Include additional information or other documentation that you believe support the granting of credit.