



Registrar's Office
Registration@delta.edu
Phone: 989-686-9305
Fax: 989-667-2221

Portfolio Review CPL Results Form

1. Complete the top section of this application form.
2. Pay the Cashiers Office the non-refundable \$60.00 per credit hour attempted fee.
3. Return this form along with the Credit by Portfolio Assessment Guide, Course Learning Outcomes from the catalog, and your supporting documentation to the Registrar's Office.
4. Use a separate form for each course to be reviewed

STUDENT (Please Print)

Name

Student #

Telephone #

Email Address

Signature

Date

Course Name

Course Number

Credit Hours

X \$60.00 =\$

For administrative use only below

Delta College Cashier: Please deposit into CBP Account.

Receipt Number

Amount Paid

Date Paid

Staff

Faculty Evaluation

This Portfolio: _____ qualifies for credit/meets the course requirements
_____ does not qualify for credit/does not mee the course requirements

Experience: Sources of Learning rating (0, 1 or 2): _____

Artifacts: Demonstration of Learning rating (0, 1 or 2): _____

Application of Learning: Mastering Knowledge and Skills rating (0, 1 or 2): _____

Faculty Printed Name & Signature

Date

Faculty Printed Name & Signature

Date

Associate Dean Signature

Date

Registrar's Office Processor: _____

Date: _____

Credit by Portfolio Assessment Guide

Before a portfolio can be accepted for assessment, the specific course learning outcomes from the course catalog must be attached to the rubric. The course learning outcomes and course description for the course are listed in the catalog, found on [Delta College - Acalog ACMS™](https://catalog.delta.edu/) (<https://catalog.delta.edu/>). The completed rubric must be signed by the Program Discipline Coordinator and submitted to the Registrar with the Portfolio Review CPL Results Form. Each portfolio is to be assessed based on the following three criteria.

- **Experience: Sources of Learning**
- **Artifacts: Demonstration of Learning**
- **Application of Learning: Mastering Knowledge and Skills**

Documentation submitted to Delta College becomes the property of the institution and will not be returned to the student. Documentation may be defined as, but not limited to, complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, and any other descriptive information that may provide a clear understanding of a student's background and competencies. Delta College requires certification that the work or training experience is the student's own.

All application and all supporting documents will be retained by the college and not returned to the student.

Experience: Sources of Learning

Description of Expectations

The prior learning experience should be connected to the course learning outcomes, and the portfolio should demonstrate that those learning outcomes have been met.

Explanations/Examples for the Student

Clearly describe and document the prior learning experience and show that you have met all course learning outcomes, which must be attached to the rubric. (Print the Outcomes and Objectives from course catalog and attach.)

Example: If you use a resume to document your work experience, the resume should include the following information in addition to workplace name and dates worked: job title, job description, your role, your job responsibilities.

These descriptions of your role and responsibilities should clearly link to the course learning outcomes for the courses for which you are seeking credit.

****For credit to be awarded, you must provide evidence of having met a minimum of 71% of the learning outcomes of the course. The process detailed below gives examples for documenting evidence of having met one course learning outcome through work experience. The same process should be followed for each learning outcome.**

Artifacts: Demonstration of Learning

Description of Expectations

The portfolio must include appropriate documentation (i.e. materials and artifacts) that support the knowledge and skills you have acquired. The artifacts should be dependent upon and appropriate to the field of study and should readily support the chosen learning and skills.

Explanations/Examples for the Student

Include concrete documentation (artifacts) that support the skills and knowledge you have acquired that meet the course learning outcomes. Artifacts can include samples of projects, technical and professional materials you produced, evidence of successfully completed workshops and/or trainings documented through submission of certificates of completion or letters from training instructor, performance evaluations from employers (ask your present/ past employer to address your job duties, skill level, and length of employment). Note: Make sure the person writing the evaluation addresses your performance in terms of the course learning outcomes.

Example: *MGT-243 Principles of Marketing; Outcome – Demonstrate an understanding of marketing planning and forecasting. Created a marketing plan incorporating the target market and utilizing the marketing mix of product, promotion, plan and price for a product or service.*

Artifact – Marketing plan developed on the job and letter from client for whom the plan was developed addressing the quality of the plan.

Score of 0 = *document stating a plan was created but does not include plan.*

Score of 1 = *plan that includes only part of the requirements stated in the outcomes.*

Score of 2 = *plan that includes all of the requirements stated in the outcomes.*

Application of Learning: Mastering Knowledge and Skills

Description of Expectations

The portfolio must demonstrate that the knowledge and skills reflected in the course

learning outcomes have been mastered and that they have been or can apply to real world experience. It is not enough for the student to address all of the learning outcomes; it must also be shown that they can be applied in practice and to different learning and problem solutions.

Explanations/Examples for the Student

Provide examples of how you have applied the course learning outcomes in real world experience(s) for a sustained length of time.

For courses that include a practical exam, the exam score will fulfill this criterion.

For courses in which portfolio materials are used to meet this criterion, the documentation must address repeated successful performance. See the example in the notes on artifacts and competencies. Using the same course, MGT-243, an employer's letter addressing repeated successful completion of marketing plans combined with letters from three or more clients, combined with the marketing plan provided as evidence, would equal a score of 2 on this criterion. An employer's evaluation that addressed completion of one or two marketing plans with no client letters would equal a score of 1, and no employer evaluation and no client letters would equal a score of 0.

Evaluation Rubric

Assessment Criteria

Experience:

Sources of learning

Assessment Rating - 0

Does not meet expectations

Documentation and descriptions of learning experiences *lack relevance to course learning outcomes and do not align to standards for performance in the discipline.*

Artifacts:

Demonstration of learning

The portfolio's materials and artifacts *do not support or inadequately align to course learning outcomes and standards of performance in the discipline.*

Application of Learning:

Mastering knowledge and skills

The portfolio provides *little evidence of the student's ability to use learning and skills developed externally for the course learning outcomes in practice.*

Overall Assessment:

A passing portfolio score requires a 2 for each criterion.

Note: *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*

Assessment Criteria

Experience:

Sources of learning

Artifacts:

Demonstration of learning

Application of Learning:

Mastering knowledge and skills

Overall Assessment:

A passing portfolio score requires a 2 for each criterion.

Assessment Rating - 1

Partially meets expectations

Documentation and descriptions of learning experiences *do not align to course learning outcomes and standards for performance in the discipline.*

The portfolio's materials and artifacts *do not fully support or connect to the course learning outcomes and standards of performance in the discipline.*

The portfolio provides *limited evidence of the student's ability to use learning and skills outcomes in practice.*

Note: *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*

Assessment Criteria

Experience:

Sources of learning

Artifacts:

Demonstration of learning

Application of Learning:

Mastering knowledge and skills

Overall Assessment:

A passing portfolio score requires a 2 for each criterion.

Assessment Rating - 2 Meets expectations

Documentation and descriptions of learning experiences *appropriate and align to course learning outcomes and standards for performance in the discipline.*

The portfolio's materials and artifacts *support the demonstration of mastery of course learning outcomes aligned to standards of performance in the discipline.*

The portfolio demonstrates the student *has mastered the course learning outcomes and can apply them in practice. Documentation submitted with artifacts should support repeated successful application of tasks that align to course learning outcomes.*

Note: *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*