

It is recommended that students do not begin to assemble a portfolio without first making an appointment in the Counseling and Career Development Center. Not all portions of these suggestions are pertinent to every request.

SUGGESTIONS FOR DEVELOPMENT OF LIFE EXPERIENCE PORTFOLIO

The portfolio that you develop will be a personal presentation of your learning, skills and competencies to the Life Experience counselor and the corresponding faculty consultant evaluating your experiences. Since the portfolio will be reviewed by a number of individuals, it is highly recommended that it be a specific, clear and attractive presentation. An index page should be used to guide the reviewer through any artifacts you reference in your discussion. Handwritten submissions are not acceptable.

In the development of the portfolio, the following information is required:

I. ACTIVITY AND INVOLVEMENT IN LIFE EXPERIENCE AREA:

This area will document an overview of the breadth and depth of involvement in the area to be evaluated. Specific activities, responsibilities, behaviors, places of employment, dates of employment, places and dates of related involvement are all relevant to the content of this section. Books read, workshops and seminars attended, films seen, and lectures attended are important documentation to supplement your life experience content area. In the event that you are seeking credit in the area that represents something you have created such as art, music, photography, etc., finished products should be submitted to complement your portfolio.

Order in presentation is important; you may consider making an outline of involvement in your own unique area prior to proceeding with documentation, i.e., place of employment, address of employment, dates of employment, specific activities and responsibilities, related workshops, seminars, etc. (See attached sample.)

II. DOCUMENTATION OF LIFE EXPERIENCE LEARNING:

The second section of the portfolio concerns itself with describing the learning you have derived from involvement in the described activities. Learning consists of knowledge, skills and competencies that are available to you now as a result of involvement in life experience or training. This section should document the learning, skills and competencies that have resulted from your experience. Statements such as "I learned", or "I can do the following based on my activities", may be helpful in stimulating recall of knowledge gained. This is the most important section, so make sure you cover it in detail. Consider using this area to act as a presentation of a syllabus for the life course you have "taken". It indicates the 'topics' you have mastered. Try to use terms that would be approximate to those of a college course syllabus.

III. TESTIMONY ABOUT LEARNING:

Upon completion of Section I and II, testimony about the activity and learning must be documented. That is, persons who can substantiate the stated learning should be requested to do so. Employers, experts in the field to be evaluated, instructors, leaders or anyone with acclaimed expertise that you have been associated with may be used. Such persons must state in letter form that they agree with the content of your portfolio (activities and learning). Certificates, awards, diplomas and letters of recognition may also be offered as testimony. It is suggested that several letters be obtained to testify to your learnings or experience.

For more information on this program, or to make an appointment to discuss your experiences, please call Ron Turak in the Counseling and Career Development Center.