Portfolio Assessment Policy

Portfolio Assessment is one way in which student knowledge, expertise, and experience may be assessed for awarding college level academic credit. A portfolio is a collection of documentation and pertinent information that is assemble for review for college officials.

1. Students must be matriculated into an Associate or Bachelor degree program to be eligible for Portfolio Assessment. Non-degree students and students enrolled in certificate programs less than 30 credits must receive permission from the appropriate College Chair in order to be eligible for Assessment.

2. Examples of circumstances where a Portfolio could be utilized as part of a Prior Learning Assessment process are:
   A. Individuals who present a transcript from a non-regionally accredited institution seeking a degree from UMPI
   B. Students who have a minimum of two years of work experience that requires certification, registration, or licensure as part of certain knowledge and skills may use the Portfolio to determine if the learning is the equivalent to content of UMPI coursework.
   C. Students who have educational experiences outside of the traditional learning environment (i.e., tutorials, private instruction, MOOCs, advanced high school coursework that does not convey standardized collegiate credit).

3. Portfolios must include the following components, addressing the following issues:
   a. **Title Sheet.** Include your name, address, date of submission, and contact information (phone and email address)
   b. **Table of Contents.** Include a one-page reference to all the sections of your portfolio by page number.
   c. **Letter of Intent.** Write a letter to the Director of Advising which explicitly states the reasons for submitting your portfolio and the outcomes you expect it to meet. The letter of intent should include the following:
      i. Learning outcomes/proficiencies you intend to prove
      ii. Areas of expertise you intend to demonstrate
      iii. Number of credits you hope to earn
      iv. Your starting date at UMPI
      v. Program/major you will be pursuing
   d. **Current resume.** Submit a resume of one or two pages which includes a summary of your educational background and work history (as appropriate). Include relevant
awards, publications, professional memberships, and additional experience or achievements (ability to speak a foreign language fluently, badges or certificates, etc.).

e. **Unofficial transcript.** Include an unofficial UMPI transcript as well as transcripts from other institutions you have attended.

f. **Syllabus for Course(s).** If your portfolio addresses specific catalog courses (as opposed to a general elective), include a syllabus for each course pertaining to your portfolio content. The syllabus will provide the basis for your academic goals and learning outcomes.

g. **Essential Learning Outcomes.** Alternatively, you may indicate the specific proficiencies within the Essential Learning Outcomes of our General Education Curriculum as the basis of your portfolio content. These would then serve as the basis for your portfolio goals and learning outcomes. This section will most directly influence the credit your academic portfolio will earn. Your competencies will reflect the natural, logical, and expected outcomes of your experiences. A comprehensive list of our ELOs is included at the end of this documentation.

h. **Narrative Description.** In this section, you will give a description (with appropriate documentation) of the context in which your knowledge was acquired. You will analyze and document your previous experiences, relating them to the knowledge and skills required by the target discipline or course of your portfolio. This section will include specific details and insight from your past experiences and make systematic, logical connections to the theories and concepts of the discipline/course in which you seek credit.

**Length.** The length of this section may vary from five to fifteen pages, depending on the type and number of credits you are seeking. Factors which may affect length include: subject area, quantity and type of documentation, and the theoretical complexity of your knowledge on the subject. Specific detail and personal insight in this section is likely to develop a stronger case and earn you a maximum number of credits.

**Contents.** Your narrative should begin with the UMPI catalog description of the course(s) you are addressing or the proficiencies/learning outcomes associated with the General Education Curriculum or specific programs. Include detailed discussions of the setting in which your learning occurred: the workplace, non-college credit educational experiences, volunteer activities, MOOCs, etc. Note the time you spent acquiring this knowledge as well as your level of involvement in specific associated activities. Where applicable, note the qualifications of those from whom you gained this knowledge (i.e., workplace, non-credit coursework such as UMPI’s OpenU program). Most importantly, provide specific documentation of your knowledge.

**Documentation.** The most critical part of your portfolio will be the documentation of your learning. Examples of documentation include, but are not limited to:
• Job descriptions
• Awards, certificates, letters, references, or job verifications
• Diplomas for previous degrees
• Licenses granted by state or national agencies
• Scores on licensing exams
• Personnel evaluations
• Evidence of promotion
• Memberships in professional trade organizations (showing also their requirements for membership)
• Newspaper or magazine clippings demonstrating evidence of your experiences, or relating directly to you or your company
• Examples of written or artistic work (e.g., formal papers, examples of visual art, completed Powerpoint presentations, examinations)
• Demonstration of dance, artistic or oral performance, or instruction on audio or video cassette, CD, DVD, candidate-created website, or photographs
• Verification of completed course, workshops, seminars, and other educational events (e.g., OpenU, MOOCs)

Annotated Bibliography. At the conclusion of your academic portfolio, include a list and brief description of all the books, articles, pamphlets, and other sources, electronic or in print, to which you referred. Use standard MLA, Chicago Style, or APA format and conventions. This list will strengthen the theoretical foundation of your learning and make your presentation more compelling.

Letters of Recommendation (optional). Up to three letters of recommendation from work supervisors or educators detailing your work duties and skills may be included in your portfolio. These letters should be on official stationery from a supervisor or educator delineating skills and competencies. The letters should contain the following information, as applicable:

a. The length of time spent in professional or educational experiences
b. Particular duties performed
c. The learning involved in performing these tasks
d. Assessment of level of achievement/performance
e. Typical requirements of the work or educational experience

4. The fee for Portfolio Assessment is $50 per credit hour. This covers processing and assessment costs. No refunds are given for credits not awarded.