Web Schedules

Fall 2022
Spring 2022
Summer 2022

One Credit Courses

Fall 2022
Spring 2022
Summer 2022

Course Planning by Program

2022-23

Essential Objectives

Course Syllabus

Revision Date: 07-Jul-22

Fall 2022 | EDU-1240-VO01 - Assessment of Prior Learning

Online Class

Online courses take place 100% online via Canvas, without required in-person or Zoom meetings.

Location: Online
Credits: 3 (45 hours)
Day/Times: Meets online
Semester Dates: 09-06-2022 to 12-19-2022
Last day to drop without a grade: 09-26-2022 - Refund Policy
Last day to withdraw (W grade): 11-07-2022 - Refund Policy
Open Seats/Section Limit: 4/16 (as of 08-19-22 1:05 PM)
Materials/Lab Fees: $300.00

Faculty

Karen Case
View Faculty Credentials

Hiring Coordinator for this course: Gilberto Diaz Santos

Course Description

This course provides an opportunity for students to earn college credit for prior learning acquired either on the job, through independent study, or in other settings. Students explore past learning experiences and identify future educational goals. Students develop an individual portfolio describing and documenting college-level prior learning. Upon successful completion of the course, students may submit their portfolios to the Office of Prior Learning Assessment for review of credit requests. Recommended prior learning: English Composition or equivalent writing skills, fundamental computer skills. Students must consult an academic advisor before enrolling.

Essential Objectives

1. Discuss and continue to explore personal, career and educational goals.
2. Explore the diversity and complexity of higher education; learn to discriminate among colleges, degrees, courses, and programs; and begin to formulate specific plans for obtaining a degree.
3. Develop a portfolio that distinguishes between learning and experience, identifies and articulates college-level learning, organizes the learning into broader disciplines, and follows the guidelines established by the Vermont State Colleges System Office of Prior Learning Assessment.
4. Determine whether or not to have the portfolio assessed.

Required Technology

More information on general computer and internet recommendations is available on the CCV IT Support page.
https://support.ccv.edu/general/computer-recommendations/

Please see CCV's Digital Equity Statement (pg. 45) to learn more about CCV's commitment to supporting all students access the technology they need to successfully finish their courses.

Required Textbooks and Resources

This course only uses free Open Educational Resources (OER) and/or library materials. For details, see the Canvas Site for this class.

Methods

1. Readings from the handbook and instructor lessons.

2. Exercises that contribute to component parts of the portfolio.

3. Online discussion.

4.Individual session with instructor to review portfolio content.

5. Virtual visits by OEP and other college representatives.

Evaluation Criteria

Evaluation will bebased on student participation, meeting deadlines, writing ability, and quality of the final portfolio.

40% Discussion Forum (participation and attendance)

10% Home Work

50% Final Portfolio

Grading Criteria

CCV Letter Grades as outlined in the Evaluation System Policy are assigned according to the following chart:

	High	Low
A+	100	98
A	Less than 98	93
A-	Less than 93	90
B+	Less than 90	88
B	Less than 88	83
B-	Less than 83	80
C+	Less than 80	78
C	Less than 78	73
C-	Less than 73	70
D+	Less than 70	68
D	Less than 68	63
D-	Less than 63	60
F	Less than 60	
P	100	60
NP	Less than 60	0

Weekly Schedule

Week/Module	Topic	Readings	Assignments
1	Introduction to each other Course Expectations Review Portfolio and its contents	Handbook Chapters 1 & 2	
2	Discuss assignments (Writing Practice) Examine life experiences	Handbook Chapter 3	
3	Discuss college-level learning Introduce Learning Components Discuss Bloom's Taxonomy	Handbook Chapter 4	
4	Introduce Areas of Study Introduce Titles	Handbook Chapters 5 & 6	
	PLA Office Director virtual visit - MANDATORY WEBINAR	Handbook Chapter 7	

5	Review documentation, Advanced Standing Committee, Practicum	
	Individual meetings with instructor - student by PHONE	
6	Discuss Degree Plan and Area of Study titles	Chapters 8 & 10
7	Introduce Narrative Essay	Handbook Chapter 9
8	Share 1st draft of Narrative Essay	
9	Discuss Problems/concerns	
10	Mock Advanced Standing Committee	Handbook Chapter 11
	Share 2nd draft of Narrative Essay	
11	Finish Narrative Essay	
12	Write Resume	
13	Discuss the organization of the Portfolio	
	Assemble portfolio	
14	Final Portfolio mailed to Instructor for final approval	
15	Finals portfolios mailed to PLA Office	

Attendance Policy

Regular attendance and participation in classes are essential for success in and are completion requirements for courses at CCV. A student's failure to meet attendance requirements as specified in course descriptions will normally result in a non-satisfactory grade.

- In general, missing more than 20% of a course due to absences, lateness or early departures may jeopardize a student's ability to earn a satisfactory final grade.
- Attending an on-ground or synchronous course means a student appeared in the live classroom for at least a meaningful portion of a given class meeting. Attending an online course means a student posted a discussion forum response, completed a quiz or attempted some other academically required activity. Simply viewing a course item or module does not count as attendance.
- Meeting the minimum attendance requirement for a course does not mean a student has satisfied the academic requirements for participation, which require students to go above and beyond simply attending a portion of the class. Faculty members will individually determine what constitutes participation in each course they teach and explain in their course descriptions how participation factors into a student's final grade.

Participation Expectations

THERE IS NO TEXTBOOK TO PURCHASE FOR THIS COURSE. The Handbook will be available in the Canvas site.

Good writing skills are essential for success in the course. If you have any doubt about your writing ability, speak to the instructor immediately.

Producing the portfolio is a surprisingly work-intensive process. It's advisable that you take only APL and no other courses during the semester. Again, the reason is because the work is considerable.

You should also consider the fact that producing the document requires proficient word processing skills.

Credit awarded on the basis of the portfolio is Vermont State Colleges Office of Prior Learning Assessment external credit. (Three CCV credits are earned for passing the course.) The applicability of this credit to a degree is determined by the institution to which this credit is transferred.

Assessment instructors are informed only of the difference between credit requested and credit awarded on a student-by-student basis. The information is provided to the instructor after all students in the class have been assessed.

Accessibility Services for Students with Disabilities:

CCV strives to mitigate barriers to course access for students with documented disabilities. To request accommodations, please

1. Provide disability documentation to the Accessibility Coordinator at your academic center.
   https://ccv.edu/discover-resources/students-with-disabilities/
2. Request an appointment to meet with accessibility coordinator to discuss your request and create an accommodation plan.
3. Once created, students will share the accommodation plan with faculty. Please note, faculty cannot make disability accommodations outside of this process.

Academic Integrity

CCV has a commitment to honesty and excellence in academic work and expects the same from all students. Academic dishonesty, or cheating, can occur whenever you present -as your own work- something that you did not do. You can also be guilty of cheating if you help someone else cheat. Being unaware of what constitutes academic dishonesty (such as knowing what plagiarism is) does not absolve a student of the responsibility to be honest in his/her academic work. Academic dishonesty is taken very seriously and may lead to dismissal from the College.