CENTRAL GEORGIA TECHNICAL COLLEGE

Handbook for Prior Learning Assessment

September 2016

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INTRODUCTION

CGTC recognizes the importance of providing advanced placement opportunities to students who have shown and demonstrated course mastery through various methods. This manual provides an overview as well as the responsibilities of all parties in awarding academic course credit through Prior Learning Assessment.

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside a traditional academic environment. This could be learning acquired through prior employment, volunteer, military, corporate training, independent study, non-credit courses, or other relevant experience. PLA is a process of evaluating what a student knows at the college-level derived from these experiences to award college credit. PLA can save you time and money because you may not be required to take courses for material you have already mastered.

TO RECEIVE COLLEGE CREDIT FOR PRIOR LEARNING, YOU MUST MEET THE FOLLOWING CRITERIA:

- Complete CGTC admissions and acceptance into a major field of study.
- Demonstrate college-level learning in the courses(s) requested. Various methods may be used outlined in the section below.
- Your prior learning credit cannot duplicate any other coursework completed or attempted in your program.
- Any credit earned through PLA is considered exemption/transfer credit and, as such, is assigned credit rather than a course grade.
- PLA credit is not considered current course work to meet financial aid requirements.
- PLA credit does not fulfill any part of the residency credit requirements of Central Georgia Technical College. In order to graduate from a program, at least 25% of a student's program credit hours must be completed at CGTC.

STEPS TO HELP IDENTIFY COLLEGE-LEVEL LEARNING

The first step in deciding if prior learning is an option is to determine if past experiences and training might qualify as college-level learning. You must identify the subject areas in which you believe you have gained significant learning. If you are in doubt concerning a subject area, consult your faculty advisor.
Refer to a CGTC catalog for a list of college departments and program areas. Appendix C (PLA portfolio) provides some helpful tips and techniques for translating work experience into learning outcomes.

The second step in identifying your learning is to determine if your knowledge meets college-level credit requirements. Not all experiences and learning will be at the college level. Reviewing CGTC's catalog may help you identify where your knowledge overlaps course material.

The third step is to decide which method of prior learning award your will pursue (i.e., document or demonstrate through testing). The four methods of awarding prior learning credit are described below.

FOUR WAYS TO EARN PRIOR LEARNING ASSESSMENT CREDIT AT CGTC

1. WORK EXPERIENCE

CGTC recognizes that many professionals have extensive work experience in fields related to programs of study. In some cases, work experience is equitable to some college-level courses, especially introductory courses or certain areas of specialization. If a student has such training/work experience, he/she may apply for credit by completion of a **PLA portfolio** (Appendix B-1, C). A portfolio is built by matching a CGTC college course with the knowledge and skills gained through work/profession, civic, community and/or volunteer work.

2. MILITARY TRAINING

Central Georgia Technical College is committed to ensuring military service members and veterans receive credit for college-level knowledge gained through service to our country. The training or experience shall be certified by the Guide to the Evaluation of Education Experiences in the Armed Services. The American Council on Education (ACE) evaluates all military experiences for college credit recommendations. Credit shall be given when training experience meets required competencies of courses offered at the institution. Credit will be recorded on the students' record as "TRM".

Students may obtain their information by accessing:

The Army/American Council on Education Registry Transcript System (AARTS) http://aarts.army.mil/

Sailor/Marine/ACE Registry Transcript (SMART) http://smart.navy.mil/

The Community College of the Air Force (CCAF) http://www.au.af.mil/au/cf/auregistrar/registrar.asp

U.S. Coast Guard Institute www.usctg.mil/hr/cgi/

AARTS and SMART transcripts will display the ACE recommended credits for the service members training. For Air Force service members and veterans who have attended the Community College of the Air Force, they will need to contact CCAF for their college transcripts.

3. INDUSTRY CERTIFICATES/ TRAINING PROGRAMS/LICENSING

CGTC recognizes that many professionals complete extensive training sessions offered by their organization or by the manufacturers of equipment with the rigor and content equitable to many college courses. Credit may be awarded based on training experience that meets required competencies of courses offered at CGTC. For example, police officers may receive some credit for police academy training/POST training, and they can apply this credit to degree programs in criminal justice. Students may receive pre-approved credit for certifications and licensure, without completing a portfolio. However, official documentation of licensure/certification may be required.

All industry training (Apprenticeships, CEU credit, continuing education) must meet the same rigor, age-limit, evaluation process, and competencies as the equivalent for-credit courses. Testing (written and/or performance) may be required.

4. TESTS/ EXAMS (Nationally Standardized Tests and CGTC Credit-By- Exams)

Central Georgia Technical College may accept nationally standardized test results or the college Credit By Exam (CBE) for select courses. Nationally Standardized Exams include:

a. CLEP (College-Level Examination Program) - CLEP offers 33 exams in five subject areas. By passing a CLEP exam you can earn 3 to 12 college credits. -The awarding of credit is based on the following regulations:
   - Up to 15 hours of CLEP/DSST credit may count toward a degree/diploma at Central Georgia Technical College. Credit will be recorded on the student's record in the same manner as transfer credit with the symbol of "TR" assigned.

- The following CLEP(College-Level Examination Program) exams may be taken for credit or transferred into CGTC if the student has already taken the exam:

CLEP Examination	Credit-Granting Score	Credit Hours Granted	Equivalent Course
History and Social Sciences			
American Government	50	3 Hours	POLS 1101
History of the United States I: Early Colonization to 1877	50	3 Hours	HIST 2111
History of the United States II: 1865 to the Present	50	3 Hours	HIST 2112
Western Civilization I: Ancient Near East to 1648	50	3 Hours	HIST 1111
Western Civilization II: 1648 to the Present	50	3 Hours	HIST 1112
Human Growth and Development	50	3 Hours	PSYC 2103
Introductory Psychology	50	3 Hours	PSYC 1101
Introductory Sociology	50	3 Hours	SOCI 1101
Principles of Macroeconomics	50	3 Hours	ECON 2105
Principles of Microeconomics	50	3 Hours	ECON 2106
Composition and Literature			
American Literature	50	3 Hours	ENGL 2130
College Composition	50	6 Hours	ENGL 1101 ENGL 1102
College Composition Modular	50	3 Hours	ENGL 1101
Humanities	50	3 Hours	HUMN 1101
Languages			
Spanish Language	50	6 hours	SPAN 1101
Science and Mathematics			
Biology	50	6 hours	BIOL 1111
Calculus	50	3 Hours	MATH 1131
Chemistry	50	6 Hours	CHEM 1211
College Mathematics	50	6 Hours	MATH 1100
College Algebra	50	3 Hours	MATH 1111
Precalculus	50	3 Hours	MATH 1113
Business			
Principles of Management	50	3 Hours	MGMT 1100
Principles of Marketing	50	3 Hours	MKTG 1100

b. AP (Advanced Placement) – The following exams are accepted with a score of "3" or higher.

AP Courses	Score	Credit Hrs Granted	Equivalent Course
Arts			
AP Art History	3	3 Hours	ARTS 1101
AP Music Theory	3	3 Hours	MUSC 1101
English			
AP English Language and Composition	3	3 Hours	ENGL 1101
AP English Literature and Composition	3	3 Hours	ENGL 1102
History and Social Science			
AP Macroeconomics	3	3 Hours	ECON 2105
AP Microeconomics	3	3 Hours	ECON 2106

AP Psychology	3	3 Hours	PSYC 1101
AP United States Government and Polices	3	3 Hours	POLS 1101
AP United States History	3	3 Hours	HIST 2111
AP World History	3	3 Hours	HIST 1111
World Languages and Cultures			
AP Spanish Language and Culture	3	3 hours	SPAN 1101
AP Spanish Literature and Culture	3	3 hours	SPAN 1101
Science			
AP Biology	3	6 hours	BIOL 1111 BIOL 1111L
AP Chemistry	3	6 Hours	CHEM 1211 CHEM 1211L
AP Physics 1: Algebra-Based	3	4 Hours	PHYS 1111 PHYS 1111L
AP Physics 2: Algebra-Based	3	4 Hours	PHYS 1112 PHYS 1112L
Math and Computer Science			
P Calculus AB	3	3 Hours	MATH 1131
AP Calculus BC	3	3 Hours	MATH 1132
AP Computer Science A	3	4 Hours	CIST 2371
AP Computer Science Principles	3	3 Hours	CIST 1305
AP Statistics	3	3 Hours	MATH 1127

c. DANTES DSST Exams (Defense Activity for Non-Traditional Education Support) –Exams are accepted with a score of 400 or higher

d. CGTC Department Credit By Exams (see Program advisor for courses available for Credit-By-Exam). EXE (exemption credit) may be awarded for scores of 70 or higher. For a list of DSST exams visit http://getcollegecredit.com/exam_fact_sheets .

HOW TO APPLY FOR PRIOR LEARNING ASSESSMENT

All students are required to complete and submit a Prior Learning Assessment Application Form (Appendix A) as well as the Request for Credit form for the appropriate credit request (Appendix B). Additional requirements are outlined below for each PLA type. Other applicable fees may apply (e.g., for testing). Please contact the Registrar's Office for more information.

Completed application and supporting documents can be submitted to PLA@centralgatech.edu or the office of Academic Affairs on any CGTC campus or to the director's office at satellite locations. Save a copy of all paperwork submitted. Processing can take 4-6 weeks depending upon the PLA request type.

Submission of any materials below does not guarantee a credit award. The final decision in all matters relating to the granting of academic credit rests with the Registrar and VP for Academic Affairs.

1. Procedures for Work Experience Portfolio

- Please follow Guidelines for Preparing Your Portfolio in Appendix C of this document.
- Submit your completed application and portfolio to **PLA@centralgatech.edu** **or** the Office of Academic Affairs or satellite director.

- Upon submission of the portfolio, faculty will evaluate the documents and make credit recommendations. This process normally takes several weeks. Evaluators may ask for additional information from you, request an interview with you, and/or require a demonstration of hands-on skills before making the final credit award.
- After faculty members determine the credit award, the recommendations will be forwarded to the Dean of Academic Affairs for the program area and the Vice President for Academic Affairs (VPAA) for final approval. Upon approval, the VPAA will forward the required documentation to the Office of the Registrar for final processing.
- The Registrar will award the credit and notify you using the e-mail address on your application.
- The semester hours awarded will appear on your transcript and your next grade report, carrying a TR (credit) designation. Prior Learning Assessments do not receive letter grades.

2. Procedures for Military Training Review

- All military students and veterans should contact the CGTC Military/Veterans Services Coordinator for assistance (**Dann Webb at the Georgia VECTR Center. Phone: 478-218-3909**).
- Submit your Prior Learning Assessment application to **PLA@centralgatech.edu** **or** the Office of Academic Affairs or satellite director.
- Order Official Electronic Transcripts sent directly to the CGTC Registrar Office.
- After faculty members review your application and determine the credit award, the recommendations will be forwarded to the Office of the Registrar for final processing.
- The Registrar will verify the credit from your transcript and award the credit and notify you using the e-mail address on your application.
- The semester hours awarded will appear on your transcript and your next grade report, carrying a TRM (credit) designation. Prior Learning Assessments do not receive letter grades.

3. Procedure for Industry Certification/Training/Licensing Review

- Submit your completed application to **PLA@centralgatech.edu** **or** the Office of Academic Affairs or satellite director.
    - For credit based on industry certification/licensure - bring your original document along with your application. CGTC will make a copy of your license to include with your application.
    - For CEU credit - include copy of your training schedule, your CEU certification, and contact information of your trainer.
    - For apprenticeship or industry training credit - include a written statement on company letterhead from your work supervisor that contains the following information: a description of your work duties; duration of training; contact information of supervisor.
- Faculty members will evaluate the documents and make credit recommendations. Evaluators may ask for additional information from you, request an interview with you, and/or require a demonstration of hands-on skills before making the final credit award.
- After faculty members determine the credit award, the recommendations will be forwarded to the Dean of Academic Affairs for the program area and the Vice President for Academic Affairs (VPAA) for final approval. Upon approval, the VPAA will forward the required documentation to the Office of the Registrar for final processing.
- The Registrar will award the credit and notify you using the e-mail address on your application.
- The semester hours awarded will appear on your transcript and your next grade report, carrying a TR (credit) designation. Prior Learning Assessments do not receive letter grades.

4a. Procedures for National Exam

- Submit your completed application to **PLA@centralgatech.edu** **or** the Office of Academic Affairs or satellite director. You will receive instructions on test fee, schedule, and administration for your requested exam.

- For AP exams, request scores from the College Board (www.apscore.collegeboard.org/).
- For National Standardized Test student must make arrangements with the College Board at https://clep.collegeboard.org/overview/collegecredit .
- CLEP exams can be taken at the Testing Center on the Macon campus.
- Register and pay for the exam.
- Test scores should be sent directly to the CGTC Registrar's Office. No student-delivered copy will be accepted.
- Passing scores are accepted and posted on the student's transcript as "TR".

4b. Procedures for CGTC Credit-By-Exam

- Submit your completed application to **PLA@centralgatech.edu** **or** the Office of Academic Affairs or satellite director or apply online.
- Pay the exam fee (25% tuition for the course) to the Business Office Cashiers window.
- At this point, the student needs to coordinate a time and place with the instructor to take the exam. Student must not have previously enrolled in the course.
- Test is graded by the Program Faculty/or Test Administrator. Passing scores are then accepted, submitted to the Registrar's Office and credit is posted as "EX" on the student's transcript.

For additional assistance or questions regarding these procedures, please contact your faculty advisor, the Office of Academic Affairs, or the Registrar at registraroffice@centralgatech.edu.

SPECIAL NEEDS RESOURCES

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Any questions may be directed to any member of the Campus Equity & Compliance Team:

<table>
<tr><th colspan="2">Campus Equity & Compliance Team</th></tr>
<tr><td>Cathy Johnson, Title IX/Section 504/ADA Coordinator
(all campuses)
Executive Director of Conduct, Appeals & Compliance
Warner Robins Campus, Room A-136, 80 Cohen Walker Drive, (478) 218-3309 or cajohnson@centralgatech.edu.</td><td>Dann Webb, Military/Veterans Services
(all campuses)
Executive Director of Military/Veterans Services
VECTR Center, Warner Robins, GA
(478) 218-39099 or dwebb@centralgatech.edu</td></tr>
<tr><td></td><td>Donna Dutcher, Student ADA & Section 504 Coordinator (South)
Special Populations Director,
Warner Robins Campus Room A
(478) 218-3229 or ddutcher@centralgatech.edu
*student ADA & student disability claims only</td></tr>
<tr><td colspan="2">*Telephone numbers are accessible to persons who are hearing impaired through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.</td></tr>
</table>

Appendix

Appendix A	**Prior Learning Assessment Application**
Appendix B-1	**PLA – Request for Credit for Work Experience**
Appendix B-2	**PLA – Request for Credit By Military**
Appendix B-3	**PLA – Request for Credit by Industry Training/Certification**
Appendix B-4	**PLA – Request by Credit by Exam**
Appendix C	**Preparing the PLA Portfolio**
Appendix D	**PLA Rubrics**

APPENDIX A

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment Application Form

Application for Prior Learning Assessment

Campus: ☐ Macon ☐ Milledgeville ☐ Warner Robins ☐Other _____

(Please Print)

First Name: _____ Last Name: _____

Student ID: _____ Application Date: _____

Program of Study: _____ Phone: _____

Street Address: _____

City: _____State: _____Zip Code: _____

Email Address: _____

(Student will be notified of PLA credit decision via e-mail.)

Student Signature: _____

Prior Learning Assessment Credit Options: (Choose all that are applicable)

- ☐ Credit by Work Experience Portfolio/Prior Knowledge Skills: Credit by developing a portfolio that will demonstrate prior knowledge and skills which equate to Student Learning Outcomes (SLO) for the course.
- ☐ Military Training/Experience: Credit for military training/experience through American Council on Education (ACE).
- ☐ Test/Exams*. *For Standardized exam, student must make arrangements with appropriate testing center*. For CGTC credit-by-exam, students must complete the "Request for Credit-By-Exam" form and follow instructions indicated on the form. **Test scores must be sent directly to Registrar. Testing fees apply.*
- ☐ Credit for workplace education or training programs -American Council on Education (ACE)/National College Credit Recommendation Service (NCCRS): Credit by Certification/Licensure: Credit by using the PLA Crosswalk.

Received by/Date:

Appendix B-1

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

Request for Work Experience Credit

Student Name: _____ Student ID: _____

To request credit for prior work experience, you must complete this form, your PLA application, and PLA portfolio (see Appendix C- preparing your PLA portfolio). Submit all documents for review.

Student must not have attempted course(s) for which he/she is pursuing credit.

Program Faculty will review for transfer credit. Please allow 4-6 weeks for review. The reviewer may contact you for additional information

If credit is approved, it will be entered on the student's record as TRM

Requested CGTC Course Credit				
Course #	Course Title	Credit	Approve	Not App
			❑	❑
			❑	❑
			❑	❑
			❑	❑
			❑	❑
			❑	❑

–

_____ _____

STUDENT **DATE**

_____ _____

FACULTY REVIEWER **DATE**

_____ _____

PROGRAM DEAN **DATE**

_____ _____

VICE PRESIDENT, ACADEMIC AFFAIRS **DATE**

Appendix B-2

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

Request for Credit by Military

Student Name: _____ Student ID: _____

To request credit for military training/experience through American Council on Education, you must complete this form and attach a copy of CCAF, AARTS, or SMART transcript. Official transcripts should be sent directly to the Registrar Office. For assistance obtaining your transcript see Mr. Jim Pascarella Military/Veterans Services Coordinator.

Student must attach ACE recommendations/CCAF course descriptions for all course(s) for which he/she is requesting credit. (Missing descriptions may result in credit not being granted.)

Training/courses must meet the age requirements as outlined in CGTC Course Expiration section of the CGTC catalog.

Student must not have attempted course(s) for which he/she is pursuing credit.

Program Faculty will review for transfer credit. Please allow 4 weeks for review. The reviewer may contact you for additional information

If credit is approved, it will be entered on the student's record as TRM

Military Transcript			Requested CGTC Course Credit				
ACE Exhibit /CCAF Course	Military Course #/Title	Credit	Course #	Course Title	Credit	Approve	Not App
						❑	❑
						❑	❑
						❑	❑
						❑	❑
						❑	❑
						❑	❑

_____ _____

STUDENT **DATE**

_____ _____

FACULTY REVIEWER **DATE**

_____ _____

PROGRAM DEAN **DATE**

Appendix B-3

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

Request for Industry Training/Certification/Licensure Credit

Student Name: _____ Student ID: _____

To request credit for prior industry training/certification/licensure, you must complete this form and bring any supporting documentation, including original licensure/certifications to the Office of Academic Affairs or Satellite Director Office.

Student must not have attempted course(s) for which he/she is pursuing credit.

Program Faculty will review for transfer credit. Please allow 4-6 weeks for review. The reviewer may contact you for additional information

If credit is approved, it will be entered on the student's record as TR

Requested CGTC Course Credit				
Course #	Course Title	Credit	Approve	Not App
			❑	❑
			❑	❑
			❑	❑
			❑	❑
			❑	❑
			❑	❑

_____ _____

STUDENT **DATE**

_____ _____

FACULTY REVIEWER **DATE**

_____ _____

PROGRAM DEAN **DATE**

_____ _____

VICE PRESIDENT, ACADEMIC AFFAIRS **DATE**

Appendix B-4

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

REQUEST FOR CREDIT BY EXAM

Student Name: _____ Student ID: _____

Request consideration for Credit by Exam for the following course(s):

COURSE	GRADE	CREDIT HOURS	COST*
	TOTALS		

***25% of Course Tuition**

_____ _____

FACULTY ADVISOR **DATE**

_____ _____

CASHIER **DATE**

_____ _____

TEST ADMINISTRATOR **DATE**

Students may NOT take a Credit by Exam for a course they have previously attended for more than one (1) class period.

Additionally, students may only take a Credit by Exam for a specific course one time.

Results of Credit by Exams may not transferrable to any other institutions of higher learning.

Procedures for Credit by Exam

1. Complete a **Request for Credit by Exam** form located online.
2. Instructor/Faculty Advisor must review, approve and sign credit by exam form.
3. Pay exemption fee at the cashier's window. (The exemption fee is 25% of the tuition. This fee is non-refundable and not transferable.)
4. Contact the instructor to set up a time to take the exam.
5. Provide the approved Request for Credit by Exam form, along with the fee receipt and photo ID at the time of testing to the instructor administering the exam.

APPENDIX C

PREPARING YOUR PLA PORTFOLIO

The Prior Learning Assessment (PLA) portfolio will be the final product of the request for credit for prior training/work experience. Keep in mind that the development of the portfolio will take considerable time and effort and will be a critical component in identifying and justifying what credit is reasonable and deserved. Before investing time and effort in preparing a portfolio, consult with your instructor or faculty advisor to determine if you might more easily get credit for some learning by taking an exemption exam, if available, for a fee. The exemption test fee is currently 25% of the course tuition. There is no fee for PLA portfolio submission.

The burden of proof lies with the student to demonstrate prior learning through appropriate documentation, such as transcripts, course descriptions, syllabi, and certifications. The Tips and Techniques section below will help you get started in matching course competencies to your experience.

Tips and Techniques to Identify Specific Learning Areas

There are various methods you can use to identify and analyze your learning.

Skills/Competencies/Knowledge

Try to identify the major areas of your learning by making a list of your skills and your knowledge. Keep in mind this is more of a brainstorming process than an in-depth concise list of competencies, so write quickly without being too selective. Your lists might look like the following examples

Electrical

Ohms law, schematics, series and parallel circuits, frequency meters, wire AWG , Codes and Standards

NEC codes, ANSI standards, safety practices, wire separations, conduit sizing, OSHA regulations, motors,

Frequency drives

Review your list. Do any of the items represent college-level learning and are relevant to the field of study? If, for example, you gained experience as a plant manager, you may want to break this experience down into sub-categories such as technical abilities, management, human resources, and budgets and accounting principles.

Jobs and Experience

You may find it easier to structure your thinking by reviewing each of your jobs or major experiences chronologically. The following headings may be useful to you in brainstorming:

Job or Experience	What I Did	What I Learned
Telecommunications Installation Tech	Installed Cabling Systems	AC/DC Circuits/Terminations/Testing/Fiber optic installations
	Installed Communication Systems	Installation best practices (standards) and system integration, Programming Concepts, System Design Concepts/Tool Use and Safety Concepts. Commissioning of a System, V-mail
	Installed Data Networks and Systems	TCP/IP, OSI model, Networking Concepts and Addressing , VOIP, Fiber Optics, Bandwidth Theories and Issues
Telecommunications Service Technician	Ran Service Calls	Troubleshooting Theories/Advanced Testing Procedures/Customer Service Skills

After you complete your lists for each job or important learning experience, you will begin categorizing what you have learned into credit-worthy learning components.

Course Titles

If you find yourself unable to get started using the first techniques, you might begin by making a random list of what you know. Using a college catalog, group together those skills or learning experiences that are related to specific college courses. Some examples might be personnel management, news writing, computer programming, accounting, etc. Whatever method you select to identify your learning; you should now be ready to list the college-level learning that has grown out of your life experiences.

Example

The following **example** may be helpful to you.

Jane was employed for five years as a supervisor at a telecommunications company. Prior to that, she was a telecom technician installing voice and data systems and running service calls. She also spent four years as an avionics technician in the Air Force. She made the following list:

Experience and What I Learned

TELECOM SUPERVISOR

- Leadership Skills
- Management Skills
- Budget Management Skills
- Customer Service Skills
- Documentation Skills

TELECOMMUNICATIONS TECH

- Installation skills
- Research and Design skills
- Grounding and Bonding Skills
- Safety Practices

AVIONICS TECHNICIAN

- Antenna Theory
- Safety Practices and Procedures
- Troubleshooting and Repair
- Test Equipment Utilization
- Soldering Techniques
- AC/DC Theory and Applications
- Troubleshooting Skills
- Teamwork Skills
- Communication Skills
- RF Theory and Application

Using the previous process, one can identify some general disciplines in which to place the skills and knowledge. After analyzing the list and consulting with a faculty advisor, applicable areas and departments and the possible courses the learning might fulfill within each discipline can be listed:

- ***Management***
  - Leadership
  - Principles of Management
  - Managerial Account and Finance
  - Performance Management
- ***Electrical/Electronics***
  - AC/DC Circuits
  - Safety
  - Test Equipment Fundamentals
- ***Telecommunications***
  - Cable Installation
  - Fiber Optic Systems
  - Communication Platforms
  - Troubleshooting and Repair

WHAT TO INCLUDE IN MY PORTFOLIO

The Evaluator(s) will base their decisions on the content of your portfolio; therefore, it is important that your portfolio be clearly organized and include adequate and appropriate documentation using the guidelines below. Your completed portfolio should contain at the minimum the following elements:

1. **Request for Prior Learning Assessment Evaluation Form.** Your faculty advisors/ evaluator can assist with completion of this form.
2. **Resume.** A current resume gives the evaluators a sense of who you are and allows them to see where your experience and prior learning fit into the total picture. Your resume should include:
   a. *Your name, mailing address, e-mail address, fax and telephone numbers*
   b. *Educational experience, with dates*
   c. *Employment experience, with dates*
   d. *Community activities*
   e. *Other activities related to the PLA course(s) credit requested*
3. **Learning Outcomes/Course Syllabus.** This can be provided upon request from your instructor or the Curriculum Specialist Office at 478-757-6680.

4. **Description and Documentation of Learning (Your Narrative).** This component is your opportunity to present to the evaluators a brief description of your experience and explain how the documentation supports your requests. Remember that a portfolio should focus on your knowledge and skills in one discipline (technology, business administration, computer information etc.) but may contain information about your knowledge of several sub-topics, or courses (management, finance, etc.), within that discipline. For each specific subject you should make a brief statement on what you know. Then expand that statement by indicating how you acquired this knowledge, where, when, and in what context.

   You may wish to include the following information:

   - The various experiences that contributed to your learning: jobs, home activities, volunteer activities, non-credit courses and seminars.
   - An estimate for each experience of the amount of time you engaged in its activities.

A description of where the experience took place and, if appropriate, under whose supervision.

- A brief description of exactly what you did in each experience.
- An explanation of your position in relation to others involved in the learning experience.
- The number of persons who were responsible to you in the course of the experience and their duties.
- A description of how each experience contributed to your learning achievement.
- A description of the context in which the experience took place. It may be helpful to the person reading your portfolio understand the circumstances in which you were operating at the time. Be certain that all significant facts and events are included.

The most vital section to your receiving college credit from your portfolio's evaluators is the summary in which you bring together the components of your learning and relate how it corresponds to that discipline's theories and concepts. You would be wise to consult specific course syllabus to reference specific competencies for which you are requesting credit.

5. **Documented Evidence supporting prior learning.** Proper documentation is an important and integral part of the entire portfolio package. However, you should **include only those documents that are related to** the prior learning for which you are requesting credit. Also, make sure that any item listed as supporting evidence is referenced in the narrative. Some suggested documents are as follows:
    - Letter(s) of verification – A written statement from a current or past employer who has direct observed knowledge of you during the experience you are claiming for credit. The employer should identify their relationship to you (supervisor, peer, subordinate) as well as their qualifications for commenting on your experience.
    - Job description
    - Performance appraisals, evidence of public presentation, etc.
    - Transcripts of formal academic courses (if applicable) or copies of non-credit certificates or industry certificates
    - Proof of membership in professional associations, community service organizations
    - Proof of certification, licensing, etc. Keep in mind the evaluators may not be familiar with certain certifications and other documents, and it is in your best interest to explain their relevancy to the credit(s) requested.
    - Specific examples and illustrations or your work.
    - It is a good practice to help evaluators by underlining, or highlighting those parts of the documents that are relevant to your learning.

    Any valuable documents such as licenses, certificates, letters, or commendations should be photocopied for use in the portfolio. Do <u>not</u> include originals, as the College is not responsible for returning any submitted portfolio materials.

6. **Appendix.** All documentation and supporting material not already included is placed in the appendix and referred to at the appropriate place in the body of the portfolio. Be sure to label your appendices (Appendix A, Appendix B, Appendix C, etc.) and to make all references to these appendices very clear.

TYPES OF DOCUMENTATION

The type of documentation submitted can vary greatly based on experiences. The following tables are suggested forms of documentation. It is by no means exclusive or fully comprehensive.

WORK EXPERIENCES

Job descriptions	Letters of commendation
Letters from supervisors, clients, peers.	Performance evaluations
Explanation of tasks performed	Licenses/Certifications
Performance standards for acquiring licenses	Scores on licensing exams
Membership and requirements in professional or trade organizations	Military records (DD214, CCAF, SMART, Transcripts)
Samples of work	Professional development plans

COMMUNITY SERVICE ACTIVITIES

Commendations and awards	Newspaper and magazine clippings
Letters of verification from co-volunteers, clients served, supervisors	

NON-COLLEGIATE COURSES AND TRAINING

Transcripts or training records	Records of assignments
Number of hours spent on assignments, in class, or in clinical/practicum experiences	Letters verifying enrollment
Course descriptions, learning objectives, syllabi	Evidence of completion

SPECIAL ACCOMPLISHMENTS

Designs	Books published
Machines designed and developed (patents)	Speeches given
Samples of writings	Audio-visual presentations
Written Proposals	Conversations with experts or Committee assignments

Other ways of assessing learning which could be used to demonstrate the mastery of the subject but which can be harder to verify and document may include oral interviews, oral examinations, simulations, situational observations, etc. When you submit your portfolio, the evaluator may also request additional materials to further document the experience.

IMPORTANT REMINDERS

Keep in mind as you submit your portfolio, you are requesting credit for college-level courses. Your portfolio is expected to reflect college-level work. It should be thorough and meet the guidelines listed below. Additionally, please consult the Portfolio Evaluation Rubric for specific evaluation criteria.

- It should be well organized.
- It should reflect clear thought and content relevant to your experiences.
- It should be grammatically accurate.
- It should be neatly typed.
- It should contain copies or examples of your work/documentation.
- It should include any proof of membership in professional associations, community service organizations, proof of certification, licensing, etc.
- All pages should be numbered and all references to the documentation in the appendices

APPENDIX D

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

Portfolio Evaluation Rubric

Student ID: _____ Course Reviewed: _____

Faculty Evaluator: _____ Program: _____

Element	Criteria	Satisfactory	Unsatisfactory
KNOWLEDGE AND LEARNING DEMONSTRATED (EXPERIENCES)			
Documentation and description of learning experiences	Sources adequately document life experience pertinent to course objectives; are effectively discussed in the narrative essay, and its significance and relevance to course learning outcomes is clear.		
EVIDENCE OF LEARNING (COMPETENCIES)			
Evidence (overall)	Student provides evidence of learning from experience.		
Evidence aligned with course competencies	Student provides adequate and appropriate evidence of each course competency listed in the course syllabus and course description.		
Evidence aligned with personal experience	☐ Student clearly demonstrates clear learning derived the student's experience. ☐ Experience clearly represents the student's understanding of the topic.		
Evidence aligned with academic theory	Appropriate amount and use of academic theory is integrated within the submission, so that the student's learning is grounded in the academic frameworks of the topic.		
PORTFOLIO PRESENTATION (QUALITY)			
Documentation	Documentation is effective evidence of experience; documentation displays evident integration of key concepts outlined in syllabus.		

Components of Portfolios	Portfolio contains the following items as a minimum ☐ Application and Approval Form ☐ Resume ☐ Description and Documentation of Learning ☐ Course Syllabus ☐ Evidence Supporting Prior Learning ☐ Appendix (if necessary)		

Final Recommendation (**to be completed by Faculty Evaluator)**
Criteria for Credit Received: Student must score at the minimum level of "satisfactory" in each element of the rubric.

Check one	Recommendation	Faculty	Dean	VPAA
	Credit Awarded: all rubric elements are rated satisfactory			
	Resubmission requested: ☐ Hands-on Demonstration Requested: faculty to schedule with student ☐ Portfolio resubmission to further meet requirements			
	Credit Denied: There is not enough evidence to meet all course requirements			

Comments (add sheet if needed)

CENTRAL GEORGIA TECHNICAL COLLEGE

Prior Learning Assessment

Crosswalk Rubric

Student Name: _____ Student ID: _____

Faculty Evaluator: _____ Program: _____

Requested Course	Documentation Included (must match approved PLA Crosswalk)	Credit Approved	Credit Not Approved
Course:			
Comments:			
Course:			
Comments:			
Course:			
Comments:			
Course:			
Comments:			

Approval Signatures

Staff Member	Signature	Date
Faculty :		
Dean:		
VPAA:		

Comments (add sheet if needed)

_____

_____