

Credit by Portfolio Student Procedure

Cover Page

Cover page: The cover page will include your name, BC student I.D. number, address, daytime phone number, e-mail address, program, term, course code & number, course name, credit hours and faculty evaluator.

Learning Narrative

Learning narrative: Develop an essay to summarize the learning from your experiences. This narrative is a detailed explanation of how your activities and the resulting competencies were achieved. Consider the learning narrative as an open-book take-home test. Make sure it is clear, concise, and free of errors in sentence structure, grammar, and spelling. The narrative may be three-ten pages in length.

1. Describe what you learned (i.e. welding, child development, physics, engine overhaul, etc.)
2. Describe the learning activity (i.e. breakdown and repair engine, classroom activity, etc.)
3. What was the essence of what you learned (i.e., the most important-significant outcomes)?
4. Describe how the learning was acquired; explain where, why, and what experiences were involved.
5. Describe how this experience has influenced and impacted other areas of your life.

Documentation

Documentation: Provide verification (evidence) for each learning experience and competency. The evidence can take several forms. Provide as many of the following as possible to quantify your experience, including but not limited to:

- Certificates of completion for training courses, workshops, etc.
- Performance evaluations
- Technical or professional writing written by you
- Programs from performances
- Job Description
- Explanation of your rank or classification in a job
- Products designed or produced by you
- Work projects
- Membership in professional organizations
- Membership requirements for certain organizations
- Licenses/diplomas
- Third-party verification of your work (co-workers, news clippings)
- Annotated bibliography of books read
- Notes taken in class

- Chronological autobiography
- Digital Badges
- Current resume

Recommendations

Provide recommendations from employers or supervisors that identify experience and competency in the areas for which you are seeking credit. Letters of recommendation may include, but are not limited to the following:

- Nature of work
- Illustrative Tasks
- Knowledge, Skills and Abilities
- Desirable Skills and Training

The portfolio is reviewed by a faculty evaluator who determines whether there is sufficient experience and documentation to assess learning and award credit.