Peru State College

School of Professional Studies

COLL 201-049X Prior Learning/Life Experience Portfolio

Syllabus – Fall 2020

The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Instructor Information

Name:	Greg Galardi, D.B.A., M.B.A., M.S.
Office Location:	T.J. Majors 238
Office Hours:	Monday and Wednesday 9:30 a.m. to 11:00 a.m.
	Tuesday and Thursday 12:30 p.m. to 1:30 p.m.
	Fridays by appointment 8:00 a.m. to 12:00 p.m.
Telephone:	**402-872-2427**
Email Address:	**ggalardi@peru.edu**

Course Information

Meeting Days and Times:	Online August 17, 2020 to Friday, October 2, 2020
Meeting Location:	Online
Required Textbook:	None
Required Software:	Microsoft Office or Google Docs or Open Office; ability to save document as a word.doc
Prerequisites:	None

Course Description

This is an online course designed for students interested in having their life experience evaluated for the purpose of determining academic credit and if academic credit for prior learning should be granted. This involves a process of self-evaluation, analysis, personal reflection and documentation. It is for individuals with appropriate learning experiences allowing the student to identify the knowledge, skills,

and abilities they have acquired or demonstrated in non-collegiate settings. The course will help students to identify transferable learning experiences and to prepare an adequate description and documentation of their prior learning. Students will examine and assess personal, educational and occupational goals in context of the changing world of work.

Course Outcomes

Upon completion of this course you should be able to:

1. Submit a portfolio using college level writing skills that accurately depicts lifetime professional prior learning experiences, training, skill and employment.

At the beginning of the course, information will be presented to reflect how these outcomes fit into the College's and School's mission and goals. The instructor reserves the right to modify due dates and assignments.

Expectations & Instructional Approach

The class includes assignments with specific due dates designed to assist students in constructing a prior learning portfolio based on educational learning experiences and professional accomplishments. Students will submit college level work that contains no spelling, punctuation or grammatical errors. The instructor shall provide feedback to students on how to improve work prior to final submission of the portfolio. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material. Students are encouraged to thoroughly review and proofread their final portfolio prior to submission as the portfolios are evaluated by faculty and a Dean.

In order to foster a climate conducive to learning, please join me in treating your classmates with respect. Respect involves allowing other students to communicate their opinions without belaboring them. We should look for common goals in discussions and assume the best in each other. While committed to freedom of expression in this classroom, I am committed to discussions that are factually accurate and logically sound. You are encouraged to ask questions, seek my help when you need it, and help your classmates understand the material.

Please be aware it takes two to four weeks following the end of the course for the portfolios to be evaluated and any academic credit recorded in the student's MyPSC account.

Assessment and Grading

This course is a credit/no credit course. All work must be submitted by the dates listed within the Blackboard course shell. Upon successful submission of a portfolio to the evaluator(s), the portfolio is evaluated for prior learning credit and possible specific course credit. Peru State College consists of three academic schools (Arts and Sciences, Education and Professional Studies) and students must submit a complete portfolio to the Dean of each school for evaluation and possible assignment of college credit.

Class Attendance and Participation

Students are expected to submit assignments by Sunday at midnight each week. Should a student need

an extension on any assignment, they should communicate this to the instructor prior to the end of the respective week.

Late Assignment Policy

Late assignments are generally not accepted unless exigent circumstances exist and are communicated in advance to the instructor twenty-four hours before the assignment is due on a particular date.

Grading Scale

Each assignment is submitted individually on a weekly basis through Blackboard. The instructor evaluates the assignment for the purpose of adequacy as part of the final portfolio submission. A score of 1.0 reflects the assignment is ready to be submitted as part of the final portfolio. Any score less than a 1.0 reflects the assignment needs revision before submitting it as part of the portfolio. The instructor shall provide comments for specific improvement as needed for each assignment. In order for the entire portfolio to be reviewed for evaluation for academic credit, each assignment must be approved as satisfactory. Learners who fail to do so shall not have their portfolio evaluated and receive no credit for the course.

Grade Appeal Policy

Students who wish to appeal a final grade in a course should consult the Grade Appeal Policy. The first step in the process is to consult with the faculty member. If a satisfactory resolution is not achieved, the student should meet with the appropriate academic Dean for the School in which the course is offered. The complete policy is available in the Undergraduate Catalog or at this link: **The complete policy is available in the Undergraduate Catalog or at this link: https://www.peru.edu/academics/GradeAppealPolicy**

Course Evaluations

Towards the end of this course, students will be given the opportunity to provide feedback to the instructor through the student course evaluation. This evaluation will give you a chance to reflect on what you have accomplished and to propose ways the course might be modified for your peers in the future. Please know that your instructor and the College take your feedback seriously. Course evaluations play a role in personnel evaluations and in curriculum planning. The evaluations are anonymous and the instructor will not be able to see any of the evaluations until after final grades have been submitted. Watch for the link to complete your evaluation in the final two weeks of the course.

Disability Services

The Disability Services Office provides support for Peru State College students with physical, mental, emotional, learning, and/or temporary disabilities. Located inside the Center for Achievement and Transition Services (CATS), the Disability Office will assist students with determining eligibility for services, implementing accommodations, and providing on-going support. Students who are interested in learning more about these services may contact the Educational Support and Disability Services Coordinator for more information at **tdavis@peru.edu** or **402-872-2440**.

For students with existing testing accommodations, please complete the Request to Test form with your instructor at least 48 hours prior to the test. The form can be found on the Disability Service website through this link: **The form can be found on the Disability Services website through this link: https://www.peru.edu/eform/view.php?id=304087**.

Tutoring

The CATS building offers all Peru State College students peer tutoring at no cost. In addition to course-specific tutoring, tutors are also available to provide writing assistance through peer review of assignments and research papers. Tutors will review assignments for grammar, content when appropriate, clarity and citations, and can provide suggestions for further research utilizing the Peru State College Library. Peer tutors will not complete assignments and cannot provide guidance on assignments that have not been started. Students should bring a draft of the assignment, class syllabus, and instruction sheet when requesting writing tutoring. **To submit an assignment for online review visit this link: https://www.peru.edu/eform/view.php?id=318909**.

Tutoring services are available beginning the second week of each academic semester. **For specific hours or to request a tutor, please visit this link: www.peru.edu/tutoring**, the Bobcat Life app, or contact the Educational Support Coordinator at CATS 102.

Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy. **The complete Academic Integrity Policy can be found in the Undergraduate Catalog or at this link: http://www.peru.edu/academics/AcademicIntegrityPolicy**

Equal Opportunity Notice

Peru State College is an equal opportunity institution. Peru State College does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX, of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Reports regarding discrimination or harassment may be directed to the following Compliance Coordinator. In

addition, inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinator: Ms. Eulanda Cade, Peru State College, Administration Building, Room 312, PO Box 10, 600 Hoyt Street, Peru, NE 68421-0010, (402) 872-2230 **ecade@peru.edu**

Tentative Course Schedule

All work must be submitted by the respective date(s) via the assignment links in the Blackboard course shell. Students are expected to complete the work sequentially as each segment builds the portfolio, resulting is a well-documented and completed portfolio by Friday, October 2, 2020 at 11:59 p.m. The portfolio may be deposited in the Blackboard shell, emailed as .pdf document to **ggalardi@peru.edu**, or mailed to Dr. Greg Galardi, PO Box 10, Peru State College, Peru, NE 68421. Please send a separate email notifying me your portfolio has been emailed, as files with attachments occasionally get screened out by the spam filter.

Week 1   Introductory Discussion Board and Initial Table of Contents

All work due Sunday, August 23, 2020 at midnight

Week 2   Professional Career Goal

All Work Due on Sunday, August 30, 2020 at midnight

Week 3 Resume, Employment Profile and Organizational Chart

All Work Due on Sunday, September 6, 2020 at midnight

Week 4 Current/Past Employment and Occupational Profile

All Work Due on Sunday, September 13, 2020 at midnight

Week 5 Educational, Personal, Volunteer and Community Service Essay

All work due on Sunday, September 20, 2020 at midnight

 Week 6 Summary of Work and Knowledge/Skills/Competencies to support Course Credit Requests

All Work Due on Sunday, September 27, 2020 at midnight

Week 7 General Prior Learning/Life Experience Request, Appendices & Submission of Prior Learning Portfolio

All Work Due on Friday, October 2, 2020

Online Course Work

Hours of Instruction

Explanation of Key Elements of Portfolio (weekly)	1 hours
Providing Student feedback on Portfolio (weekly) Submittals	14 hours
Subtotal	15 hours

Student Work

Required Discussion Board	1 hour
Portfolio Development	29 hours

(Depending upon extent of portfolio students may need more time than the stated portfolio development estimate)

Subtotal	30 hours
Total Hours	45 hours