

Updated 7/6/2017



Arkansas Northeastern
COLLEGE

Prior Learning Assessment
Sample Portfolio

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How to: Building a portfolio (from a student's perspective)

My name is [REDACTED] I would like to inform you on building a professional portfolio. I had a opportunity to build a professional portfolio while I was attending ANC. You might ask yourself why I need to build a portfolio. There are several reasons to build a portfolio. This Portfolio will tell others that view your portfolio in the future your professional story. It is a way of you keeping up with your accomplishments. I was able to build this portfolio and once ANC viewed my portfolio, I was able to receive six college hours for my accomplishments. This was equivalent to two classes that I did not have to attend. I was able to use this to help speed the process of getting the needed hours to obtain my Associate of Applied Science in Advanced Manufacturing.

Hopefully I will be able to use this information in the future to help me receive promotions at my current employer and or other opportunities elsewhere. Once you have, the professional portfolio built you will need to use it like a toolbox. Every time you take a training or receive a certificate, you will need to add a copy to you Professional portfolio to keep it up to date. You will be amazed how much you are able to accomplish in your career.



[REDACTED]
SCFA Area Manager

Viskase company Inc. 2221 State Highway 198

Osceola, Ar. 72370

Office: 870-563-3541 ext. 540216

Other information to help build a portfolio:

The key to building any portfolio is documentation. Keep records of conferences, workshops, meetings, trainings, jobs, work experience, letters of recommendation, awards, and other achievements. This will allow you to catalog your experience for evaluation towards credit at an institution. Keep certificates, training agendas, meeting minutes, or other supporting documentation as you see fit. Documentation will need to be directly tied into the course you're seeking credit for.

Examples of documentation (not limited to):

- Certificates of Training (including hours and topics documented)
- Current Resume
- Letters from supervisors/employers someone who can document work experience
- Course/Workshop agendas
- Job descriptions
- Self/Peer/Supervisor evaluations
- Committee/volunteer minutes

Portfolio Assessment Checklist

Prior Learning Assessment – Portfolio Checklist

Students will complete the following before they will be accepted to complete the Prior Learning Portfolio Process:

1. Verify you meet the following qualifications for PLA
 - a. Enrolled in a degree-seeking program at Arkansas Northeastern College
 - b. Must have completed 3 credit hours at Arkansas Northeastern College

2. Review the following documents
 - a. Arkansas Northeastern College PLA – Portfolio Guidelines
 - b. Arkansas Northeastern College PLA – Portfolio Slideshow
 - c. Student’s Prior Learning Assessment Portfolio Checklist

Completed	Contents	Description	Reviewed by PLA Coordinator
	Title Page	Should include a title, the student’s name, student identification number, contact information, and current date.	
	Table of Contents	Include a Table of Contents for each section.	
	Cover letter	Include: <ol style="list-style-type: none"> 1. Statement of student’s educational goals 2. Statement on how prior learning assessment relates to the stated goal 3. Statement on courses or outcomes being petitioned for credit 4. Signature authorizing the goal statement letter. 	
	Resume & Degree Audit or Unofficial Transcript(s)	<ol style="list-style-type: none"> 1. Include a chronological resume 2. Include a degree audit or unofficial transcript(s)– log into myanc.anc.edu > campus connect or see advisor 	
	Prior Learning Assessment Form(s)	Fill out one ANC Prior Learning Assessment Form for each course that you are requesting credit for. ¹ <i>Make sure all supporting documentation is detailed enough for the PLA coordinator to suggest credit.</i>	
	Course Syllabus	Provide the Course syllabus for each course that you are requesting credit for. Syllabus can be obtained from myanc.anc.edu > resources or the departmental administrative specialist. ²	
	Prior learning narrative & documentation	Provide certificates, narrative about knowledge, or other documentation to support the skill(s) ³	
	Evaluation Forms	Written by the Prior Learning Assessment Coordinator	

¹ Repeat for each course.

² Visit www.anc.edu faculty/staff directory for more information on departments and contact information.

³ Repeat for each course. Supporting documents are certificates, licenses, training outlines. If you have a certificate make sure you have a training outline to accompany.

Professional Portfolio

Provided by [REDACTED]

Associated of Applied Science –Advanced Manufacturing Graduate

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Sample Table of Contents

- Portfolio Credit Request form
- Cover letter
- Resume
- Employer letter of support
- Workplace Essentials Credit Documentation
- Human Relations Credit Documentation



Portfolio Assessment Credit Request Form

Instructions to Students:

To officially receive credit for previous training or experience, you should consult your advisor to discuss the feasibility of pursuing the credit. Developing a portfolio is a rigorous process where you will reflect upon and assess your experiences in order to determine what you have learned and how that knowledge and skill applies in other contexts. If the credit seems possible:

- I. Review PLA Guide, Portfolio Application Procedure
- II. Compile Portfolio and List the courses for which credit is desired on this form
- III. Schedule a meeting with the PLA Coordinator to review portfolio
- IV. Pay portfolio fee to Business Office, request a receipt
- V. Return the portfolio development form, receipt of payment, and portfolio to PLA Coordinator
- VI. PLA coordinator submits Portfolio to all approving parties & student will be notified of results

NOTE: Requested credit must meet a student's degree requirement (see student's Degree Audit).

Step 1: Student Information Section (Must be completed prior to assessment)

Name: ID or SS#:

Address: City: State: Zip:

Step 2: Credit Requested (A separate form must be submitted for each course)

List all courses for which credit is desired: (if requesting more than five classes please fill out another form)

Course Prefix & Number	Course Name
CE 11003	Workplace Essentials
SP 22063	Human Relations

List all requested classes for credit here.

PLA Coordinator Signature:

Step 3: Business Office Section (Must be completed after assessment)

Portfolio Fee + Tuition: Date Paid: Received by:

Fees provided after submission of portfolio.

Step 4: Signatures (Required if approved)

<input type="text" value="Stacey Walker"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Division Chairperson	Date	3. Registrar	Date
<input type="text"/>	<input type="text"/>		
2. Chief Academic Officer	Date		

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Sample Cover Letter

To: Arkansas Northeastern College

From: 

Re: College Development Credit

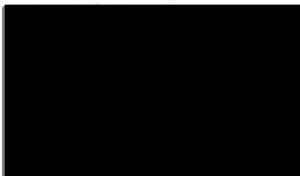
Date: Fall 2013

To whom it may concern,

During the scope of my employment, within manufacturing, I have always been fortunate in having professional development at its core. It is with this in mind that I am writing you for consideration from your institution for credit based on experience. As evidenced by my credentials, there has been a level of growing responsibility asserted upon me, throughout my career. Aside from the on the job experience, I have also held myself to achieve personal goals. One such goal is to bolster my skill-set with the application of classroom based theory. Currently I am enrolled in the formal development track for my employer with the Arkansas Northeastern College. The initial goal is to obtain two certificates of proficiency and an associate's degree in Advanced Manufacturing. My stretch target is to eventually obtain a Bachelor of Applied Science in Advanced Manufacturing. The initial Associates courses have already provided essential skills I have applied in the day to day operations of my current employment.

In regards to being considered for credit based on experience, I am submitting this professional character reference for your review. My understanding of the inner workings of a fast paced manufacturing environment, are second to none. The company has been able to provide a multi-faceted approach to my career development, as evidenced in my included resume. My development began in the area of CEDA, as an Extrusion Operator and has greatly progressed to my current position as Assistant CEDA Department Manager. It is with the aforementioned in mind that consideration for my development experience makes logical sense. I welcome the opportunity to discuss any questions or concerns which you may have, to assure you of the credentialing which I have submitted for your institution's review.

Respectfully Submitted,





Professional Summary

Possess strengths in leadership in a chemical extrusion plant that is a continuous operation. Have experience in organizing, scheduling plan maintenance, and predictive maintenance on extrusion related equipment. Assist in conducting interviews to help in the staffing of chemical extrusion plant. Possess operations, production, training, and management experience spanning 18 years with Viskase Corporation. Attribute knowledge in conducting safety and quality audits. Have experience in civic responsibilities, currently serving on 2nd term as a city council member, and have coached youth sports.

Education

Arkansas Northeastern College	2012-current
Pursuing AAS in Advance Manufacturing	

Professional Experience

Viskase Chemical Extrusion Operations	Osceola, AR
<i>Assistant Department Manager</i>	Nov. 2007 - current

- Perform interviews with potential employees
- Conduct performance reviews for supervisory group
- Administer counseling, discipline, coaching and mentoring
- Managed multiple production lines within a chemical extrusion manufacturing operation
- Internal consultant to global chemical operations
- Internally consult with vendors to ensure product meets standard
- Co-authored department operating procedures and work instructions
- Responsible for the development of department supervisors
- OSHA Certificate

Viskase Chemical Extrusion Operations	Osceola, AR
<i>Shift Supervisor</i>	Feb. 2006 - Nov. 2007

- Responsible for the department's safety, quality, and production goals
- Incident commander for all plant emergencies
- Conducted safety meetings bimonthly
- Assume responsibility for plant during off hours
- Planning and scheduling of departmental duties daily and monthly functions
- Responsible for the career development of Line Supervisor
- Conduct lock-out, tag-out, and try-out procedures for departmental equipment
- Manage multiple production lines

Viskase Chemical Extrusion Operations	Osceola, AR
<i>Line supervisor</i>	Aug. 2002 - Feb. 2006

- Assist the Shift Supervisor in meeting departmental goals
- Responsible for the career development of Acting Supervisors
- Manage one production line

Viskase Chemical Extrusion Operations	Osceola, AR
<i>Acting Supervisor / Extrusion Operator</i>	March 1995- Feb. 2001

- Assist Shift and Line Supervisor in running the department
- Responsible for multiple extrusion lines

Segal Roberts of Arkansas	Wilson, AR
<i>Vacuum Metalize/ Paint Shop Leader</i>	April 1991 – Dec. 1994

- Align daily and monthly departmental functions to achieve stretch targets

Requesting credit for workplace essentials (CE 11003) using the following documentation:

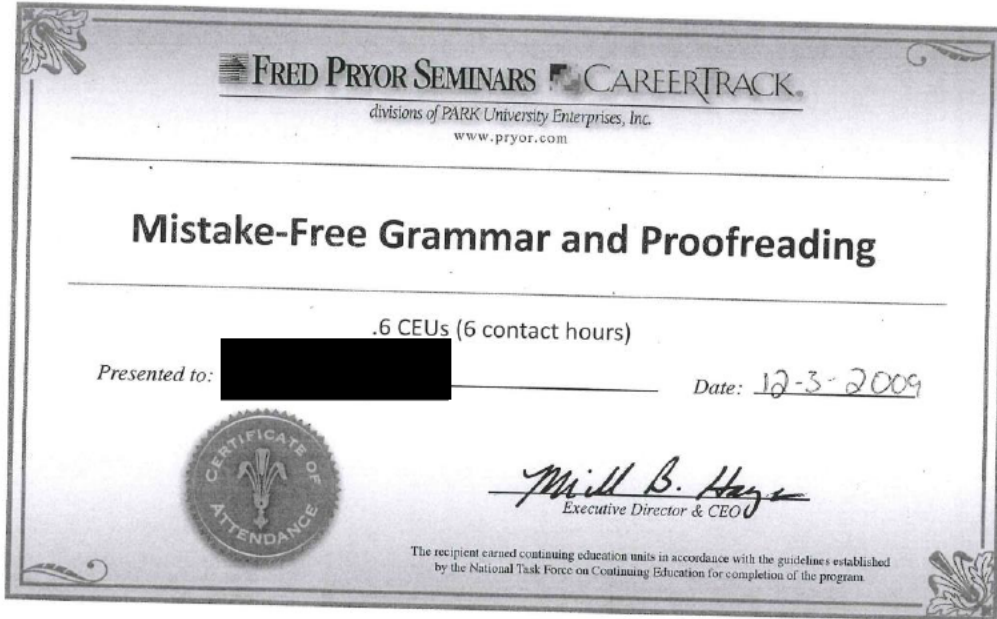
- Resume
- Employer Support Letter

Documentation provided by the Prior Learning Assessment Coordinator:

Prior Learning Assessment Credit Request Evaluation Form

(Submit to Division Chair with Portfolio/License/Certificate)

Student Name: ██████████		Student ID: #####-#####	
Date: 10/29/2013		Student Major: Advanced Manufacturing	
Catalog Year: 2013-2014		<input checked="" type="checkbox"/> CP	<input type="checkbox"/> TC <input type="checkbox"/> AAS
Submission Type: Portfolio		Course Being Evaluated: Workplace Essentials	
Notes: Certificates were previously submitted and evaluated.		Course Number: CE 11003	
<u>Division Evaluation</u>	<input type="checkbox"/> Applied Science	<input type="checkbox"/> Humanities	<input type="checkbox"/> Math & Science
	<input type="checkbox"/> Nursing	<input checked="" type="checkbox"/> Occupational Programs (ACME/Burdette/Crisp)	
Objective/Competencies:		Competency Achieved	Percentage
• Communication Development		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rationale: Demonstrated by the cover letter and sample resume.
• Dynamic Leadership		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rationale: Demonstrated by the letter of support provided by supervisor/plant manager
• Work Habits • Workplace Effectiveness • Business Etiquette		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rationale: Resume/letter of support & Mistake-free grammar and proofreading
• Research Career Information • Resume writing tips • Interviewing tip		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rationale: Resume/letter of support





Subject: Viskase Spot Award Bonus

From: [REDACTED]

Date: January 18th, 2013

To: [REDACTED]

Copies: Personnel File

Dear J P:

Congratulations on being recognized by Viskase Companies for your performance and contributions in 2012!

Specifically, you have contributed significantly to Osceola plant results through your management and leadership of the CEDA area. Your strong leadership supported major improvements and projects in CEDA, which included higher nojax output of +120 million meters, lower SAP nojax waste to 4.1% (which is 33% improvement versus 2011), and fibrous results in line with the business plan.

The CEDA organization is better trained and more capable today than the past several years, and much of this is through your leadership.

These plant contributions as well as your overall 2012 performance have been noticed by Viskase corporate management, and this award is a small token of saying "thank you".

Sincerely,

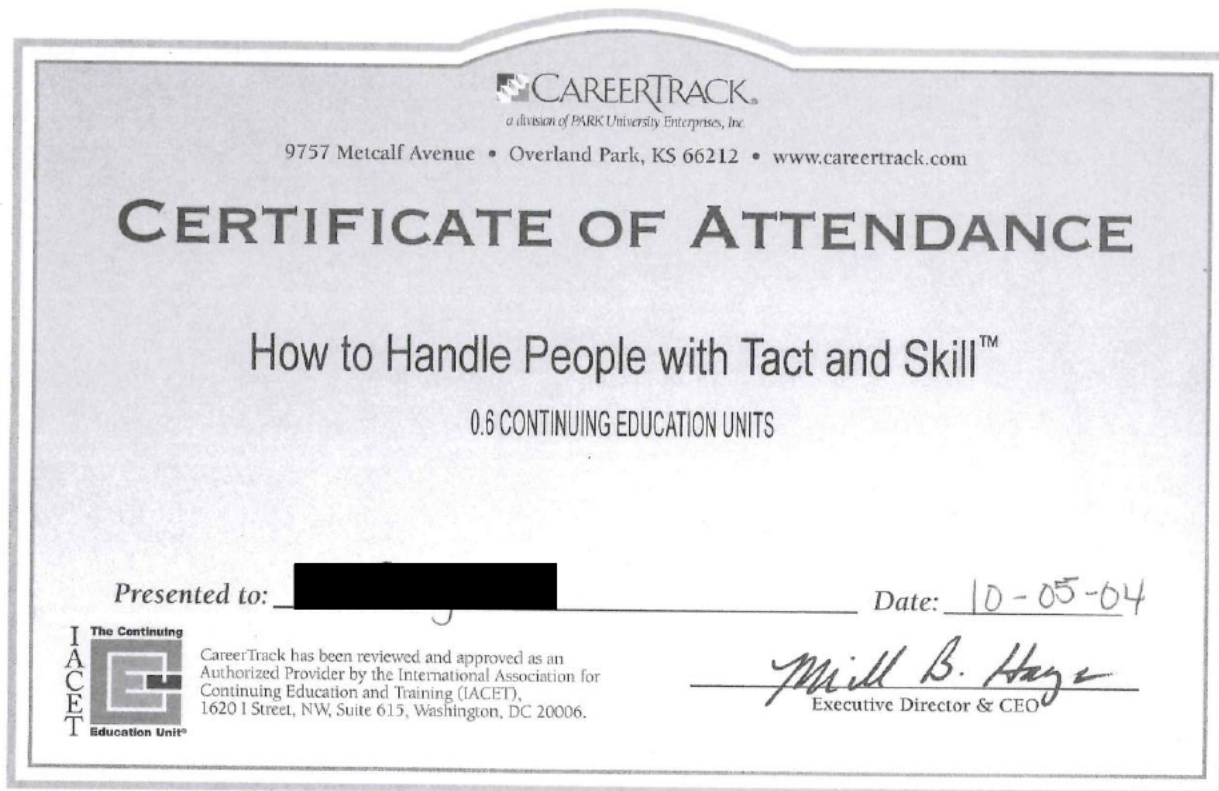
A large black rectangular redaction box covering the signature area of the letter.

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Requesting Credit for Human Relations (SP 22063) using the following documentation:

- How to handle people with tact and skill
- Excelling as a first time supervisor
- How to conduct difficult conversation in the workplace

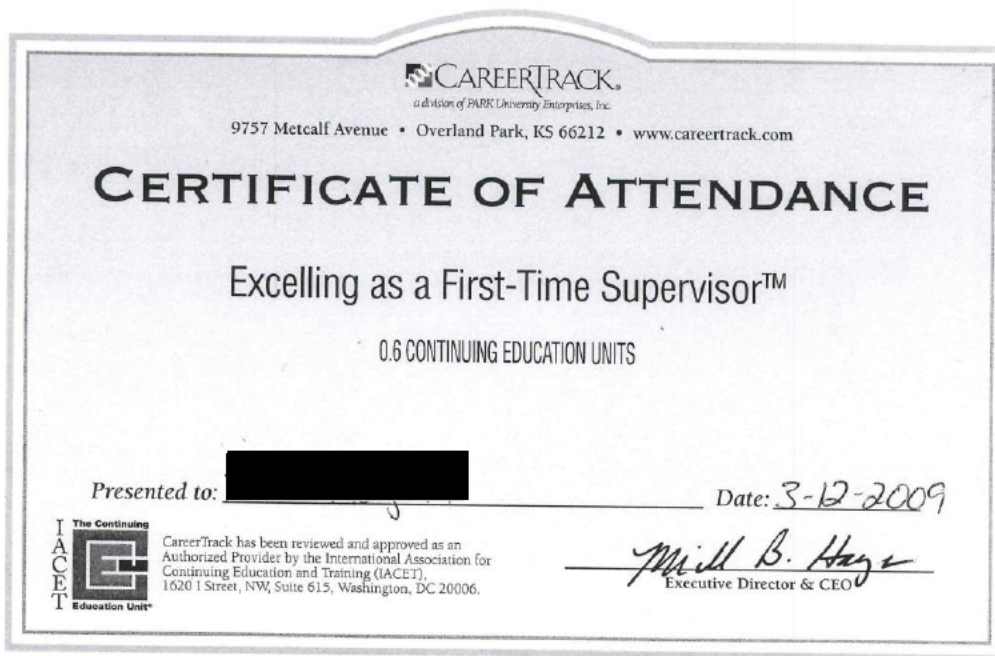
Student Name: ██████████		Student ID ██████████	
Date: 10/30/2013		Student Major: Advanced Manufacturing	
Catalog Year: 2013-2014		<input checked="" type="checkbox"/> CP <input type="checkbox"/> TC <input type="checkbox"/> AAS	
Submission Type: License/Certificate (attached)		Course Being Evaluated: Human Relations	
Notes: Certificates were previously submitted and evaluated.		Course Number: SP 22063	
<u>Division Evaluation</u>	<input type="checkbox"/> Applied Science	<input type="checkbox"/> Humanities	<input type="checkbox"/> Math & Science
	<input type="checkbox"/> Nursing	<input checked="" type="checkbox"/> Occupational Programs (ACME/Burdette/Crisp)	
Objective/Competencies:		Competency Achieved	
<ul style="list-style-type: none"> • Recognize and discuss ways in which the process of communication and the forms it takes are basic to how relationships develop, grow, or fail. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See certificate "how to conduct a difficult conversation in a workplace"	
<ul style="list-style-type: none"> • Define and utilize different styles of listening and responding. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See certificate "Excelling as a First-Time Supervisor"	
<ul style="list-style-type: none"> • Analyze conflict situations and adopt different approaches of resolution. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See certificates "How to handle people with tact and skill"	
<ul style="list-style-type: none"> • Outline typical dilemmas that occur in interpersonal relationships. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



- How to be poised, calm and effective
- How to pinpoint and eliminate your communication snags
- Instant solutions to the most common communication problems
- How to tell the truth without fear
- Phone vs face to face communication
- Breaking the ice
- Skillful listening
- Listening between the lines
- 7 body languages signs to watch for
- How to handle complains
- How to handle criticism
- Dangers of saying too much
- How to manage conflicts
- How to prevent communication problems
- Documentation

6 Total Hours





Topics

- Making the leap from worker to supervisor
- Why leadership is an essential ingredient of management
- Every day management skills
- Boosting worker productivity, enthusiasm, and commitment
- How to manage projects and priorities
- Controlling conflict in the workplace
- Correct problem behavior and poor performance

6 Hours



Certificate of Achievement

awarded to:



for completing a course in:

*How to conduct a difficult conversation
in the workplace*



Trainer

29 November 2012

Topics

- Face the problem
- Prepare
- Remember your skills
- Set the right tone
- State the issue
- Ask for an explanation

8 Hours