Prior Learning Assessment - Portfolio Evaluation Form

STUDENT INFORMATION

Name: _____ Email: _____ MGA ID: _____

Course Number: _____ Course Title: _____ # Credits: ____

Semester: _____

FACULTY ASSESSOR

Fill in the portfolio evaluation rubric as you review the portfolio. Write comments of commendation or of improvements needed prior to resubmission.

Comments (add sheet if needed)

Grade (check 1)

___ Pass. Score on rubric.

___ Fail, resubmission recommended*

___ Fail, resubmission not recommended

*Resubmission, if chosen, is due within 30 days

APPROVAL SIGNATURES (in order)

Faculty Assessor   Date

_____

Department Chair   Date

_____

Dean   Date

_____

Prior Learning Assessment - Portfolio Evaluation Rubric

Student: _____ Faculty Evaluator: _____ Date: _____	
PORTFOLIO PRESENTATION (QUALITY)	**EVALUATION**
1. *Paper portfolio* cover includes title (Prior Learning Assessment Portfolio), student name, ID, course number and title, number of credit, and date of application. 2. Syllabus of course for which credit is requested; if no MGA course available, include outcomes with citation from another university, with portfolio advisor approval 3. Resume including education, employment, service experience and other current information pertinent to this portfolio application 4. Reflective essay, demonstrating learning aligned to the course objectives, meets these standards: a. Introduction presents the essay topic and content effectively. b. Appropriate depth and breadth of integration of key concepts evident c. Conclusion summarizes main points and states the significance of the learning aligned with course objectives. d. The essay is well-organized, uses adequate subheadings clearly aligned with competencies, and progresses in logical, convincing order. e. Virtually free of punctuation, spelling, capitalization errors; effective word usage. f. In-text citations and the end-of-text reference list are complete, and correctly use the department-approved style. 5. Index of documents included, listing all evidence in order referred to in the essay 6. Documentation of experience (one or more sources for each objective) referred to in the reflective essay, as evidence of prior learning. 7. Professionally presented, complete, and clear. 8. The completed and signed PLA portfolio application form.	1 2 3 4 Circle score. See key below.
SOURCES OF LEARNING (EXPERIENCES)	

ITEM	TARGET	
Documentation and description of learning experiences	Sources adequately document life experience pertinent to course objectives; are effectively discussed in the essay, and its significance and relevance to course learning outcomes is clear.	1 2 3 4

EVIDENCE OF LEARNING (COMPETENCIES)		
Evidence aligned with specific course learning objectives/outcomes.	Student provides adequate and appropriate evidence of each learning outcome listed in the course syllabus.	1 2 3 4

Evidence aligned with personal experience.	Learning outcomes are listed at the start of the reflective essay. From the discussion of personal examples in the reflective essay, it is clear that the learning arose from the student's experience or represents the student's understanding of the topic.	1 2 3 4
Evidence aligned with academic theory.	Appropriate amount and use of academic theory is integrated within the essay, so that the student's learning is grounded in the academic frameworks of the topic. Learning matches at least 75% of course objectives as listed in the syllabus referenced.	1 2 3 4
Evaluation Key: 1. Does not meet requirements; 2. Partially meets requirements; 3. Meets requirements; 4. Exceeds requirements		**Score:** ____ (pass: 15-20)

*A total score between 15-20 points is required to pass