

## Prior Learning Assessment MCC Portfolio Evaluation

Student's Name:

Course in Challenge:

To the Academic Dean: Please use this rubric as a guide to assess the completion of a student's portfolio. Please submit the completed Portfolio Application upon final review of the portfolio and contact the student with final results.

Check off all required items below before evaluating the portfolio.

1. Cover page \_\_\_\_\_
2. Academic Credit Petition \_\_\_\_\_
3. Resume \_\_\_\_\_
4. Narrative \_\_\_\_\_
5. Course Outline \_\_\_\_\_
6. Completed Course Objective Document for each course objective \_\_\_\_\_
7. Documentation \_\_\_\_\_

CONTENTS	TARGET OBJECTIVES	EVALUATION
Resume	Includes an updated resume with educational and work experiences including detailed activities, exact dates, accomplishments in the workplace, and all non-formal and work-related training.	0      1      2
Narrative	Includes a description of course for which credit is requested and a description of how the request for credit relates to educational and career goals.	0      1      2
	Includes a description of relevant work and life experiences and how those experiences relate to the course in challenge and a personal reflection that describes how the student has met course objectives at college-level.	0      1      2
Course Objective Alignment Document	Course objectives for the course in challenge, description of learning experiences that align with each course objective, and identification of documentation must be included.	0      1      2
Documentation	Provide documentation of all experiences and competencies to support skills learned outside the traditional classroom.	0      1      2
<b>Evaluation Key</b> 0. Does not meet expectations – Reject 1. Does not meet expectations – Redo and resubmit 2. Meets expectations ***A total score between 7-10 points is required to pass.		Total Score (out of 10): _____

Comments from the Academic Dean (Optional):