

Prior Learning Recognition: Life Experience Credits

Simpson College
Evening , Weekend and Graduate Programs

Who is eligible for life experience credits?

- Degree-seeking students - complete the admission process
- Age 25 or above and five years of work experience or equivalent
- Less than 64 credits completed for graduation purposes. *Accounting students with more than 64 credits may use the LEP process to meet the 150-hour rule*

How many credits might I receive?

- Average is 21 credits - all elective credit
- Does not fulfill any cornerstone or major requirement
- Seek to allocate outside of major
- Does not duplicate items already credited on transcript

Rules

- Rule 1: you cannot receive more than 24 credits from the portfolio
- Rule 2: the credits you receive from the LEP will not apply to graduation once your total credits from all sources is more than 64 credits. **(C.P.A. candidates may use LEP credits for meeting the 150-credit rule)*
- Rule 3: you may not combine other forms of non-traditional credit with the portfolio to receive more than 32 credits

Example

- Student A submits the portfolio when she has completed 30 credits, including transfer credits. She can receive up to 24 credits.

Example

- Student B transfers 55 credits and has completed 3 credits at Simpson. She has no other non-traditional credits. The rules restrict her to 6 credits from the LEP for graduation. *She may also receive 18 additional credits that would apply to meeting the 150-hour rule.*

Example

- Student C has 10 credits from his LOMA/CPCU designations. He has completed 40 regular credits, including transfer credits. He may receive a total of 14 credits for graduation, since all of the non-traditional credits must be obtained under the 64-credit rule.

Example

- Student D has 10 credits from his LOMA/CPCU designations. He transferred in 16 VT credits. He has completed 40 regular credits, including transfer credits. He may receive a total of 6 credits for graduation, since all of the non-traditional credits are limited to 32.

How much does it cost?

- All credits are awarded without charge. The workshop is free. The portfolio fee of \$50 is paid when the portfolio is submitted to the committee.
- This is equivalent to a scholarship of \$6120.

Who decides?

- The LEP committee is comprised of full-time faculty from
 - Education and Social Science
 - Humanities
 - Natural Sciences
 - Policy Studies
 - Fine Arts

What is involved in preparing a portfolio?

- Reflect, interview others, read the catalog
- Collect training and other transcripts
- Compile documents
- Write an essay
- Write a narrative that ties the documents together
- Compile an attractive and easy to read presentation

Reflect, interview others

- Write out a timeline of your life - where, when, who, what.
- Fill in details: work, volunteer experiences, training received, self-directed learning projects, hobbies, travel, and any formal education.
- Review these with key “others” in your life - spouse, parents, co-workers, HR department, minister, etc. Revise your list.

Timeline

	18-22	23-26	27-30	31-34
Significant life events				
Learning at work				
Learning from volunteer				
Hobby or self-directed				
Travel				

Read the catalog

- Look for experiences which are equivalent to courses offered at Simpson
- Consider “Co-op” and other internship types of credits
- Code your timeline and list to remind you of course equivalents

Collect training transcripts

- Collect documents and develop a list with hours spent in class - code this by Division
- List any formal courses you passed for which no transfer credits were given (review transcript evaluation)

Compile documents

- Make copies of documents, code for division application
- Ask others to write about the experience - letter from minister, former boss - code
- Jot notes about an experience where no document exists - code
- Organize by division - create folders for each

Organize experiences

Reflect on what you learned

- Education and Social Science
- Humanities
- Natural Sciences
- Policy Studies
- Fine Arts

Education and Social Science

- Teaching experiences at work, as a volunteer, in a hobby
- Early childhood care
- Coaching
- In-depth activity in a sport
- First aid, CPR, safety, wellness education
- Work in mental health
- Extended volunteer experience in human service

Humanities

- List key books read outside class and write about what this meant for you - self-reflection is key. (Hint: long lists of recreational reading won't do it)
- Foreign language gained through work, volunteer, travel or assignments abroad
- Personal writing - poetry, short stories, newspaper column

Humanities - History

- History travel and reading and independent research - what did you read? who did you interview?
- Participating in enactment, belonging to historical association
- Genealogy activity

Natural Sciences

- Hobbies - animals, drag racers, astronomy
- Work experience: labs, nuclear sub, medical
- Significant math applications at work or in extended volunteer activities
- Computer - extended projects requiring database or spreadsheets or longer writing projects (work, hobby, volunteer)
- Computer training received

Policy Studies

- Public speaking experience - distinguish from trainer or manager
- Preparation of manuals and newsletters
- P.R. activity for work, politics, and church
- Activity in electoral or advocacy campaign
- Holding public office
- Extended reading in politics and evidence of reflection

Management

- Supervisory work experience
- Leadership roles in volunteer organization
- Starting/operating small business
- Budget/Accounting experience
- Marketing/Advertising experience
- Project development and leadership

Fine Arts

- Classical, jazz, and/or theater performances or poetry readings attended
- Popular music is iffy unless coupled with evidence of learning and reflection
- Involvement in theater production(s)
- Artistic talent - music, pottery, sculpture, woodwork, electronic, painting, floral, etc.

Review

- Show the portfolio to your helpers - what have you forgotten?
- Review your timeline and list - have you included everything?
- Do you have a document or a narrative that explains each item?

Assemble portfolio

- Copy items to be included - no originals
- Arrange in logical sequence - number pages within section (i.e. Arts - Page 3)
- Prepare executive summary for each section - bullet points with references to section page numbers - color code
- All items need to be self-explanatory or supported by the narrative in the section summary

Essay

- Phew! sit back and relax. You are almost done!
- Reflect on who you are and what you have learned from assembling this portfolio
- Prepare 3-5 pages double spaced that is designed to introduce you to the committee and help them to understand what they will read

Letters of recommendation

- Choose two:
 - Supervisor, current or former
 - Minister
 - Mentor
 - Leader
- If possible, ask that they read the portfolio and comment in support of specific items

Resume

- Life chronology structure
- Work and places of residence
- Incorporate significant volunteer, hobby, and life events

Assemble into binder

- Table of contents
- Tabs
- Organization more important than quantity
 - “I would have written you a shorter letter but I did not have the time”
- Proofread, have someone else proofread
 - You are asking five Ph.D.’s to agree on something

Organization

- Table of contents
- Essay
- Supporting documents - Resume, Letters, Training transcript
- Education and Social Science
- Humanities
- Natural Sciences
- Policy Studies
- Fine Arts

Portfolio consideration

- Submit one copy to EWG
- Date submitted determines credit limits
- Committee meets most semesters
- You meet with committee for 15-20 minutes - they ask questions based on their reading, time for any additions.
- Credits determined by committee after you are excused
- Recorded on transcript as “undesigned”

Eng 190 Writing Workshop

- This one credit hour class allows students to further improve or develop their writing skills.
- Recommended for students who have attended a Life Experience Portfolio workshop, but need additional guidance in completing the portfolio for submission;
- Class is structured in a peer workshop format; will utilize Scholar; will include content in writing areas such as documentation, writing fiction and non-fiction; and each student will produce a significant writing project.

One credit hour. Pass/No Pass.