



Prior Learning Assessment (PLA) Portfolio Guidelines

The PLA Portfolio process provides students with the opportunity to submit evidence of college level learning equivalent to the learning outcomes of a specific course(s) at Union College. The portfolio should include all items in the order listed below. Some courses may also require a skill assessment to evaluate learning outcomes. If you have questions about the portfolio process, please contact the Office of the Dean of Curriculum and Accreditation.

The portfolio must be organized as follows:

1. Cover Page

The cover page should include name, college id #, major, title of the course for which credit is being requested, and the submission date.

2. Table of Contents

The table of contents should reference each major section of the portfolio as outlined below, including any appendices, and supporting documents.

- Cover Page
- Table of Contents
- [Credit Statement](#)
- [Course Master Syllabus](#)
- Description of Professional Experience
- [Course Learning Outcome Competency Grid](#) (see PLA Portfolio checklist on website)
- Appendices

3. Credit Statement

The credit statement includes the course number, title, and course description.

4. Course Master Syllabus

Save a copy of the course master syllabus from the [Simple Syllabus Library](#) and include in this section.

5. Description of Professional Experience

This section of the portfolio is a written summary (approximately 1,000 words) that explains how a student's non-credit or professional experiences directly relate and are equivalent to the course learning outcomes. The description must address each course learning outcome.

6. Course Learning Outcome Competency Grid

Students should complete section A of the Course Learning Outcome Competency Grid. Please use the course master syllabus to copy and paste each course learning outcome in column A of the grid. Column B will be completed by the review.

7. Appendices - Relevant Documentation to Support Professional Experiences Described in Section 5



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This section includes documentation such as copies of certifications, professional workshops and trainings attended, work-based projects, presentations and trainings facilitated, and other evidence that demonstrates the mastery of the course learning outcomes.

8. Email entire portfolio to pla@ucc.edu