

Prior Learning (1-30 credits) at MCLA

MCLA recognizes that significant learning occurs outside the formal academic experience in work and home settings, through community activities, military service, or in individual reading and study. Students can earn up to 30 credits for learning experiences outside of college. To apply for these credits, students develop a portfolio documenting life experiences (work, community, military service, etc.). The content of the portfolio must be consistent with the educational goals and outcomes of specific courses or general areas of study.

All submitted portfolios must include:

Application form completed

Number of Credits ie: how many credits are you applying for and what type of credits (core, upper-level, major, free electives)

Narrative: This is a critical document in your portfolio. Use this to explain your experience (paid or volunteer work, other creditworthy experiences). The length of your narrative will vary depending on the type and length of your experiences. A minimum of 3-5 pages is expected for 3 credits. In detail, explain and reflect upon the following:

1. How many credits you are seeking
2. Describe your creditworthy experience, including
 - a. the position you held
 - b. what were your duties
 - c. training and/or education received (include any certificates or recognitions)
 - d. specific example of several situations (cases) that you found rewarding and/or challenging
 - e. what learning took place (formal and informal)
 - f. a self-evaluation of the experience

Professional Resume: Contact Career Development in CSSE for assistance (413.662.5332|anthony.napolitano.jr@mcla.edu)

Job(s) Description

Letter(s) Verifying Employment (must be on letterhead with original signature)

Hours worked signed off by supervisor (if required)

Copy of Evaluations (if applicable)

Letter(s) from Supervisor (must be on letterhead with original signature detailing your work performance)

Other Supporting Documentation:

- Artifacts from your experience, for example
- a. additional letters of recognition from employer, supervisor, co-workers (on letterhead with original signature)
 - b. samples of work you produced (reports, presentations, letters, brochures, social media sites/posting, writing samples, etc)
 - c. information about your workplace (e.g., website, photos, mission statement)

If you would like to schedule an appointment to view sample portfolios please contact Jennifer Alibozek (413.662.5400).

(11/4/19)