



All portfolios must be typed and double-spaced. They must be organized following the procedures below. Portfolio contents must be typed on white 8 & 1/2 by 11, inch bond paper utilizing a 12-point Arial or Times New Roman font. Do not enclose portfolio pages with plastic page protectors as this slows down the evaluation process. Students who submit portfolios with plastic page protectors will be asked to remove them.

Each component of the portfolio must be included at the time of submission in order to be considered for evaluation. All pages must be contained within a sturdy loose-leaf binder. Binders must be clearly labeled with the student's name and the date of submission.

Portfolio pages must be numbered. A one-inch margin must be maintained on all sides where narrative appears. Portfolios containing excessive spelling, typing, mechanical, grammatical or organizational errors will not be evaluated and will be returned to the student.

Diagrams, charts, photographs, drawings and similar exhibits may be provided if necessary to clarify the evaluators' understanding of the contents. Such exhibits should not replace written narrative or documentation. Excessive use of exhibits should be avoided. Excessive artwork or graphic decoration on the portfolio cover should also be avoided. Two blank pages of paper should be left at the end of each portfolio for the examiners' comments.

Portfolio Contents

Each of the following components must be included in each portfolio submitted. These components must appear in the portfolio in this order. No additional components should be included.

1. Signed/dated and otherwise completed Application for Life or Work Experience Credit along with the payment receipt.
2. Table of Contents with corresponding page numbers.
3. Single page resume
4. Single page letter of Introduction
5. Single page synopsis of the portfolio contents.
6. Multi-page learning experience narrative in standard, college essay form (an introduction, several body paragraphs and a concluding statement.) which details the work of life experience and explains how it is equivalent to what would be learned in the class.
7. Documentation of learning experiences.
8. Single page summary.



Learning Experience Narrative: The Learning Experience Narrative should address all of the following (see list below). Additional relevant information may be provided by the student; however, the following items must be effectively addressed.

1. Explain the nature of your learning experience (what exactly did you do?)
2. Describe in specific terms the skills that you acquired.
3. Describe in specific terms the knowledge you acquired.
4. Describe in specific terms how your experience is the equivalent of what you would learn in the class.
5. Provide information as to the name, address and telephone number of the organization(s) for whom you worked.
6. Is this organization still in existence? If not, explain.
7. Provide the name, address and telephone number, along with the point of contact person should we need this information.
8. Describe your learning experience. Was this the result of an internship, community work, volunteer work, a summer job, etc.?
9. Indicate how long you were involved with this experience. (The number of years, month, etc. Did you participate on a daily basis for eight hours per day, for two years, three months? Was this part-time work? Be specific.
10. Provide a copy of the page(s) upon which the course description appears. This information must refer to the Excel Bible Institute course catalog on the website.

This component of your portfolio should be written in narrative form. Do not list the questions and provide single-sentence answers. Care should be taken to ensure that all of the above items are effectively addressed.

Documentation

The foundation of the learning experience portfolio is documented information regarding the nature of the experience. Each portfolio must include documentation that clearly supports the student's credit request for that specific course. Originals of all certificates, licenses, etc. must be submitted to the academic advisor who will examine the information and then ask that the student provide copies of the exact documents for inclusion in the portfolio. Duplicates and scanned copies can be provided as well.

Examples of learning documents include but are not limited to the following:

1. Original, recent letters of certification from supervisory individuals who are qualified to objectively evaluate the life or work experience.



1. Recent examples of work in the area in which credit is being sought. Examples might include published articles the student has written, or series the student has researched and taught, awards the student has received, relevant certificates, licences, books, journal articles, video or audio lessons the student has recorded.
2. Continuing Education Units (CEU's) the student may have earned. This information should appear on an official certificate.
3. Any additional documentation that effectively and authentically certifies the assertion of the learning experiences.
4. Any additional information the evaluation committee may request for clarification purposes.

Summary

An effectively prepared prior learning experience portfolio requires a significant amount of written material; therefore, a summary is an important means of providing evaluators with a succinct synopsis of the information just presented. The summary should be no longer than two pages and should focus upon the highlights of the portfolio.

Note to Student

Keep the following tips in mind as you prepare your portfolio.

1. Approach the development of your learning portfolio as you would any other important assignment or project. Determine the number of weeks and days you must devote to the completion of the project; create a time management plan and then adhere to the plan.
2. Initiate early contact with any individuals and/or organizations that may be a source of prior learning documentation.
3. Be certain that the learning experience you have identified can be matched with a course description in the course catalog on the Excel Bible Institute website.
4. Consult a college dictionary, thesaurus and English grammar handbook as you work. Utilize electronic spelling and grammar check options.
5. Type your documents double-spaced with a 12-point Arial or Times New Roman font.
6. Be sure that you are submitting exactly what the portfolio instructions are asking that you provide.
7. Know your audience. Be aware that your portfolio will be examined by a committee who has the knowledge and experience necessary to recognize an effective portfolio.
8. Spelling, usage, punctuation, grammatical and mechanical errors must be eliminated. Documents with excessive basic writing errors will not be evaluated and will be returned to the student.



9. Edit and proofread frequently. Complete a final editing and proofreading before submitting your portfolio. Edit to ensure what you have written is clear, organized, coherent and adequately documented. Your portfolio should look professional and neat.
10. Number your pages so that they match the information included in the table of contents.
11. Use an appropriate style and tone of writing. Learning portfolios are scholarly works and should adhere to a more formal and academic style and tone.
12. Provide a clean, unblemished and durable notebook (three-ring loose-leaf binder) in which to present your material.
13. Do not submit a draft of your portfolio. Provide only the final document.



APPLICATION FOR LIFE EXPERIENCE CREDITS

Thank you for your interest applying for Life Experience Credits. Any supporting documentation must have a minimum of 45 contact hours to be evaluated for possible credits for 3-semester hour course. Please complete the following information in order to be considered for life-experience.

Name: _____ Phone #: _____

Currently Enrolled (Yes/No): _____ Email: _____

Address: _____

I request life experience credit(s) below to be accepted towards my degree:

COURSE NAME & NUMBER	COURSE NAME & NUMBER

This petition must be accompanied with documentation. Please refer to the student checklist. No credits may be transferred to Excel Bible Institute until student has completed one semester of classes.

I understand that there are no guarantees that I will be receiving credits for the courses mentioned above. The decision will be based on the committee's review.

Applicant (Print Name): _____ Date: _____

Applicant (Signature): _____ Date: _____