

University Studies Prior Experience Portfolio Process

1. Student needs to provide a brief narrative as to why he/she is seeking Prior Experience Credit. (less than 300 words)
2. Provide an updated resume reflecting professional work experience and community or civic engagement.
3. Narrative highlighting learned and acquired skills based on the following competencies:
 - a. Applies judgment and discernment, and integrates human and social considerations in work and personal interactions.
 - b. Identifies problems and determines the information and/or resource necessary to address. Analyze results/findings and propose recommendations. Evaluate solutions presented to determine effectiveness.
 - c. Participates in service activities to meet the needs of the community.
 - d. Practices as a member of a team, communicating clearly in all forms (written, verbal) and in a culturally competent manner, and demonstrating skills of group leadership, negotiation, and conflict management.
 - e. Demonstrates competence in leadership and management skills required to:
 - i. Utilize human, fiscal, and material resources
 - ii. Analyze relationships among power, influence, and problem-solving needed to promote change
 - iii. Delegate responsibilities to individuals under their direct supervision
 - f. Demonstrates ability to reflect upon how prior work experiences have met the objectives of college coursework and will facilitate ongoing development and degree completion.
 - g. Demonstrates self-directed learning, and current best practice in the work place.
 - h. Demonstrates standards of moral, ethical, and professional conduct in the work setting.
4. Documentation regarding certifications earned, descriptions of training courses completed, job descriptions documenting specific skillsets acquired, awards or citations, or links to websites documenting work or projects completed.

Completed portfolio needs to be submitted to Director for the Center for Adult Education in pdf format to: cae@evansville.edu

Please include Portfolio Review and student last name in the subject line. Portfolios will be reviewed within three weeks of submittal. Response regarding credit hours earned will be communicated via email to the student.