Learning Portfolio Assessment

PROCESS

Student applies and enrolls as a WEOC Student
- Talks with their WEOC Academic Advisor to discuss exploration of portfolio assessment (PA).

Academic Advisor recommends student for Portfolio Assessment
- Student contacts PA Coordinator (PAC) for a one-on-one meeting or attends an information session about portfolio assessment to talk further about their experience and if it is applicable.

If relevant experience

Student completes Portfolio Assessment application
- Submits application
- 1st meeting is set up via zoom to discuss options

PA Coordinator connects with the Academic Department Chair
- PAC provides course descriptions from department that matches student's experience to course core competencies.
- *** Check transcripts/student cannot repeat course.
- Department Chair identifies the subject matter expert (Faculty Assessor) to work with the student and assess the student's portfolio

Student enrolls into Introduction to Learning Portfolio (ILP)

Student submits portfolio draft (#1) to PA Coordinator and faculty assessor
- Student keeps their academic advisor aware of their progress.
- Student makes necessary revisions to portfolio based on feedback from faculty assessor and PA Coordinator and/or their academic advisor
- PAC Informs registrar's office student is ready to enroll-student can pay fee.

Student completes free ILP course in Canvas

Student submits portfolio to faculty assessor for credit or no credit review
- Faculty assesses portfolio- Students may revise portfolio based on faculty feedback and resubmit.
- If the faculty assessor does not accept the portfolio for credit, the faculty sends portfolio feedback to the PA Coordinator to give and share with the student.

If recommended for credit

Faculty accepts portfolio as the final product
- Faculty completes credit/no credit form
  - Signatures from faculty assessor, department chair, student, and WEOC Dean.
- Faculty Assessor submits the form for credit/no credit to the registrar with a copy to PA Coordinator.

Registrar posts credit to student's transcript

TIMELINE:
- *Fall semester - Submit application with required materials once accepted complete ILP course*
- *Spring semester - Work on portfolio and adhere to check-in points noted in the ILP course*
  - *The student has the entire semester to complete and submit their portfolio*
  - *Regular academic calendar deadlines apply (i.e add/drop, withdraw, grades due, etc.)*

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