

Experiential Learning Credit

Experiential Learning Credit is academic credit awarded for learning that occurs outside of traditional classroom settings. It recognizes the knowledge and skills gained in real-life experiences such as, work experience, in-service training, volunteer work, military service. To earn experiential learning credit, you will need to document and demonstrate how prior experiences aligns with the learning objectives of a specific course at Valencia College. You can earn experiential learning credit for up to 25% of the total credit hours required for your degree.

Steps to Document and Receive Experiential Learning Credit:

1. Consult with a Success Coach

Consult with a Success Coach to discuss credit opportunities and the course for which you plan to seek credit. [Academic Planning and Support](#)

2. Identify Related Competencies

- Review the Common Course Outline, which identifies the competencies for the course you plan to seek credit for. You can request the Common Course Outline from the appropriate [Academic Department](#).
- Gather documentation of your learning experience, such as transcripts, certificates, or employment records that verify where and how you acquired the knowledge. The experience must be directly related to the specific course(s) required for your degree program.

3. Submit a Request for Portfolio Assessment

- Complete the "Request for Portfolio Assessment" form, including a narrative description of your learning experience and any applicable supporting documentation. -- Examples are provided for your review.
- Submit and pay the non-refundable \$30.00 per credit hour assessment fee at the Business Office - [Business Office](#) or mail packet and check to P.O. Box 3028, Orlando, Florida 32802
- The completed form will be routed from the Registrar's Office to the applicable academic dean.

4. Final Outcome

The academic department will assign discipline experts to assess the portfolio. After the assessment, the academic department will document the decision. If credit is approved, it will be processed by the Registrar's Office and posted to your student record. If credit is denied, you will be notified of the outcome.

Valencia College Experiential Learning Portfolio Assessment Request

Only one form accepted per course.

TO BE COMPLETED BY THE STUDENT		
Complete this section. Submit completed form and payment at the Business Office.		
Name:	VID:	Phone:
Course Prefix:	Course #:	Credit Hours:
Course Title:		
NOTE TO STUDENT: Keep a copy of your portfolio when submitting it for Assessment		
TO BE COMPLETED BY DEPARTMENT		
<input type="checkbox"/>	Approved	
<input type="checkbox"/>	Denied	
<input type="checkbox"/>	Denied. Alternate course and/or credit recommendation below:	
Course Prefix:	Course #:	Credit Hours:
Course Title:		
Notes:		

Please allow up to 30 business days for processing. Notifications will be sent to your student email address.

FOR FINANCE OFFICE USE ONLY

\$30.00 per Credit Hour

Total Credit Hours:

Total Due:

Experiential Learning Portfolio Documentation

Providing documentation of your learning experiences will support the competency claims outlined in your narrative. Organize your documents, keeping the following guidelines in mind.

- Limit the number of documents provided for each learning experience.
- Use photographs for items too large to physically present.
- Label, sign, and date any products or replicas submitted with the portfolio.
- For lengthy documents, highlight the relevant sections that directly pertain to the learning outcomes.
- Use copies, not originals, in your portfolio.
- Documentation will not be returned.

When submitting letters of verification, ensure that the individual(s) providing the letters:

- Have directly observed you;
- Clearly state their relationship to you;
- Indicate their qualifications for commenting on your experience;
- Use official letterhead.

Articles of Documentation

Work Experience: Job descriptions, awards, letter of commendation, letters of corroboration, high performance reviews, promotion evaluation, licenses and performance standards of licensure, membership in professional/trade organizations, military separation papers, military records, rating forms and work samples

Community Service: Letters of corroboration, commendations, awards, newspaper or magazine clippings

College Course and Training: Transcripts, course description(s), outline(s), competencies, enrollment verifications, syllabi, evidence of completion, and documentation of didactic and/or clinical hours, diplomas

Special Accomplishments: Published books, paintings, photographs, written music, patents, speeches, audiovisual presentations, and proposals written proposal

Elements of the Narrative

Providing detailed descriptions of your experiences will help the reader better evaluate your level of competency in the areas covered by your course request. The following elements should be included in your narrative statement. Be as specific as possible, providing clear examples that demonstrate your points.

1. Identify and describe where the learning experiences took place.
2. Briefly explain your personal involvement in each experience. Clearly describe your role and the specific tasks or activities that you performed.
3. Define your position and its relation to others involved in the experience. Use your job description to explain your responsibilities and how you interacted with others.
4. Provide the name and title of the person who supervised or directed your activities.
5. Indicate how many people you supervised and describe their responsibilities in relation to your role.
6. Explain how each experience contributed to your achievement of the competency. Demonstrate how your past learning experiences built toward achieving the competencies in your course requests, using a variety of examples.
7. Describe the external context of the learning experience. Provide background on the circumstances in place at the time of the experience to help the evaluator understand the setting.
8. Include any relevant reading you completed, citing the title and author.

Remember: Your ability to communicate your ideas will impact the overall evaluation. Carefully review each description, paying close attention to grammar, vocabulary, punctuation, and spelling.

Sample Narrative Description

Since 2018, I have risen from the position of personnel manager to plant personnel manager at the Cityville, Illinois installation of XYZ Electronic Corporation. I am in charge of personnel screening and recommendations for a unit employing 1,200 people. I directly supervise a professional and clerical staff of seven persons. The personnel office maintains the usual activities involving collective bargaining, grievance procedures, and training. The evaluation of plant supervisors is my direct responsibility. I report directly to Mr. Tom Seever, the plant manager.

From 2011-2018, I was the assistant plant personnel manager in the Corporation's installation in Rio de Janeiro, Brazil. This experience gave me a chance to compare and contrast operating styles of supervision in our two countries and gave me greater insight into our own practices. In Brazil, I assisted the plant personnel manager, Mr. Jose Diaz, by directly managing the plant's program of gathering data on the job effectiveness of each of 720 employees. Supplementing these experiences, I served as a board member of the First Methodist Church of Cityville from 2019-21. This allowed me to compare and contrast supervisory procedures in a voluntary organization with those of a private, for-profit organization. Again, this gave me insight into effective supervision in the latter setting.

During the past 11 years, I have subscribed to and read thoroughly the following journals: "Personnel Management, Industrial Psychology, and Applied Psychology. I had published the following article in Personnel Management: ***Developing a Supervisory Manual for First Line Plant Supervisors***" (June, 2002). I have recently read the following books: *Supervision of Production Line Workers* by Joseph L. Palisades, *Middle Management* by Samuel J. Smith, and *Office Managers* by Warren G. Smith. These readings have helped me draw together my ideas on morale, communication, job analysis, evaluation, discipline, work scheduling, establishing rapport, and gaining cooperation.