

EXPERIENTIAL LEARNING PORTFOLIO CHECKLIST**STUDENT NAME:****COURSE:**

Item	Yes	No
1. I have identified at least one situation in my life that may have yielded college-level learning. a. I have prepared a Chronology of life events. b. I have recently prepared a résumé.		
2. I have identified my Significant Learning Experiences.		
3. I have researched courses from the most recent college catalogs from: a. Capital University b. Other regionally accredited colleges or universities that are not over two years old.		
4. I have obtained a copy of the course syllabus to review the learning outcomes of the course model selected.		
5. If I am unclear about the fit of the course syllabus to my learning outcomes, I have: a. Contacted the professor who teaches the course OR b. Ordered a copy of the textbook from the library, or reviewed its table of contents at the publisher's web site.		
6. I have strongly documented or demonstrated my learning outcomes. a. The documentation is direct, authentic and relevant. b. Only the more convincing documents are prominently displayed. c. Photocopies of documents are carefully chosen and a highlighter is used to direct the reader's attention to the most important parts. d. A summary or introduction precedes each set of documents.		
7. My narrative addresses each learning outcome in a separate essay. a. The narratives have been proofread for content, spelling, punctuation and grammatical errors by another student or faculty member. b. Citations are used when necessary and are either in APA or MLA format.		
8. The portfolio is clearly and carefully organized. a. I have checked the list of "Portfolio Problems and Pitfalls to Avoid"		
9. My advisor has read, reviewed, approved and signed the Application for Assessment for EACH course submission for credit or waiver.		

 Advisor Signature
 Rev. 3/11



 Student Signature