

# Tab VIII—Portfolio Checklist

**Instructions:** Respond to each item by placing a check in the appropriate space, and include this completed checklist at the end of your portfolio, directly after the VII-tab Signature Block Form.

Yes	No	Questions
		Did you read the <i>Prior-Learning Student Handbook</i> ?
		Did you study the sample portfolios? (undergraduate or graduate samples)
		Did you review the Prior-Learning slide presentation on the Prior-Learning Credit web site?
		Did you attend a Prior-Learning briefing? If so, where and when?
		Did you attend a Prior-Learning Writing Workshop? If so, where and when?
		Did you submit your self-assessments to the CMU Writing Center for review?
<b>Tabs I &amp; II: Personal Information and Education</b>		
		Have you included your CMU transcript?
		Have you included transcripts from other colleges attended (if any)?
		Have you included your CMU Transfer Credit Evaluation (TCE) (if necessary)?
		<i>Explain any "no" responses for Tabs I &amp; II:</i>
<b>Tab III: Tables of Contents (III-1, III-2, and III-3)</b>		
		Have you included a Table of Contents form (III-1) for the work experience submitted in Tab IV? (if any)
		Have you included a Table of Contents form (III-2) for all training experiences submitted in Tab V? (if any)
		Have you included a Table of Contents form (III-3) for all life experiences submitted in Tab VI? (if any)
		<i>Explain any "no" responses for Tab III:</i>
<b>Tab IV: Work Experience</b>		
		Have you included an IV-Tab fillable form for <i>each</i> position you held and for which you are including a self-assessment of learning?
		Are the exact beginning dates (month, day, and year) and ending dates (month, day, and year) recorded consistently throughout each IV-Tab form?
		Have you indicated the hours per week you worked for all part-time and full-time jobs?
		Have you included documentation that verifies the exact dates and hours worked for each job? (This applies to both full-time and part-time jobs.)
		Have you included a formal job description for in IV-Tab form?
		Have you used the chart on the IV-Tab fillable form to determine how many potential credits each work experience is worth?
		Have you limited the number of competencies for each IV-Tab form to <b>one</b> for every <b>three</b>

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Yes	No	Questions
		potential credits and not more than <b>five</b> competencies (for undergraduates) or <b>three competencies</b> (for graduate students)?
		In your self-assessment for each competency for which you are asking credit, have you
		<ul style="list-style-type: none"> <li>identified a competency title, either one you have obtained from the list of sample competency titles or one you have developed yourself?</li> </ul>
		<ul style="list-style-type: none"> <li>limited your self-assessment to 750-1,000 words?</li> </ul>
		<ul style="list-style-type: none"> <li>focused on what you <i>learned</i> as opposed to what you <i>did</i>?</li> </ul>
		<ul style="list-style-type: none"> <li>included specific examples and reasoning to support your claims about what you learned and how you applied it?</li> </ul>
		Have you included letters at the end of each IV-Tab form that support what you have claimed in that Tab about your position/rank and length of your employment? <b>Note:</b> All letters of verification must 1) have an inked or electronic signature; 2) be on letterhead or clearly indicate that the letter was received electronically; and 3) provide a means of contacting the writer of the letter, e.g., include a current postal address, phone number, and/or e-mail address.
		Are individual IV-Tab forms within the IV-Tab section of the portfolio arranged in reverse chronological order, i.e., from most-to-least recent experience? (For example, IV-1 should reflect your most recent job, IV-2 the job before that, and so on.)
		<i>Explain any "no" responses for Tab IV:</i>
<b>Tab V: Training Experience (Seminars, Workshops, Courses)</b>		
<b>Seminars and/or workshops</b> (self-assessment is required)		
		Have you included a V-Tab fillable form for each training (or group of similar trainings) of at least 45 class hours or 10 CEUs that you completed and for which you have included a self-assessment of learning?
		Are the exact beginning dates (month, day, and year) and ending dates (month, day, and year) recorded consistently throughout each V-Tab form?
		Have you included documents to verify the dates and number of class hours for each V-Tab form submitted?
		Have you included an agenda, outline, or syllabus for each V-tab form submitted?
		Have you included the instructor's or facilitator's name and qualifications for each V-tab form?
		Have you used the chart on the V-tab form to determine how many potential credits each V-tab is worth?
		Have you limited the number of competencies in each V-Tab form to <b>one</b> for every <b>1-3</b> potential credits and not more than <b>five</b> competencies (for undergraduates) or <b>three</b> competencies (for graduate students)?
		In your self-assessment for each competency in each V-Tab form for which you are asking credit, have you
		<ul style="list-style-type: none"> <li>identified a competency title, either one you have obtained from the list of sample competency titles or one you have developed yourself?</li> </ul>
		<ul style="list-style-type: none"> <li>limited your self-assessment to 750-1,000 words?</li> </ul>
		<ul style="list-style-type: none"> <li>focused on what you <i>learned</i> as opposed to what you <i>did</i>?</li> </ul>
		<ul style="list-style-type: none"> <li>included specific examples and reasoning to support your claims about what you learned</li> </ul>

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Yes	No	Questions
		and how you applied it?
		Have you included a certificate or letter of completion for each V-tab form? (Please make copies; do not include the originals.)
		Are individual V-Tabs forms within the V-Tab section of the portfolio arranged in reverse chronological order, i.e., from most-to-least recent experience? (For example, V-1 should reflect your most recent training, V-2 the training before that, etc.)
<b>Courses from regionally-accredited schools that did not transfer to CMU</b> (no self-assessment is needed)		
		Have you included a V-Tab fillable form for each course for which you are requesting credit?
		Have you included a copy of the transcript with the course highlighted or circled?
		Is the title of the course on out V-Tab form exactly the same as on the transcript?
		Does the transcript state clearly how many credit hours the course was worth?
		Do the number of credit hours you have indicated on the V-Tab fillable form agree with the number listed on the transcript?
		<i>Explain any "no" responses to Tab V:</i>
<b>Tab VI: Life Experience</b>		
		Have you included a VI-Tab fillable form for each life experience for which you have included a self-assessment of learning?
		Are the exact beginning dates (month, day, and year) and ending dates (month, day, and year) recorded consistently throughout each VI-Tab form?
		Have you included documents to verify the dates and number of hours for each VI-Tab form submitted?
		Have you limited the number of competencies to <b>one</b> for each VI-Tab form? (Credits typically range from 1 to 3 for each life experience, depending on the duration and depth of the experience and assuming the self-assessment is written effectively.)
		In your self-assessment of the competency in each VI-Tab form for which you are asking credit, have you
		<ul style="list-style-type: none"> <li>• identified a competency title, either one you have obtained from the list of sample competency titles or one you have developed yourself?</li> </ul>
		<ul style="list-style-type: none"> <li>• limited your self-assessment to 750-1,000 words?</li> </ul>
		<ul style="list-style-type: none"> <li>• focused on what you <i>learned</i> as opposed to what you <i>did</i>?</li> </ul>
		<ul style="list-style-type: none"> <li>• included specific examples and reasoning to support your claims about what you learned and how you applied it?</li> </ul>
		Are individual tabs within the VI-Tab section of the portfolio arranged in reverse chronological order, i.e., from most-to-least recent experience? (For example, VI-1 should reflect your most recent life experience, VI-2 the one before that, etc.)
		For each VI-Tab form, have you submitted letters from at least two persons, who are not your relatives who can 1) verify the time involved, 2) support what you claimed to have done, and 3) document that any products included were actually produced by you? <b>Note:</b> All letters of verification should 1) have an inked or electronic signature, 2) be on letterhead or clearly

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Yes	No	Questions
		indicate that the letter was received electronically, and 3) provide a means of contacting the writer of the letter, e.g., include a current postal address, phone and/or e-mail address.
		<i>Explain any "no" responses to Tab VI:</i>
<b>Quality of Writing in Tabs IV, V, and VI</b>		
		For each competency, have you written an effective argument—including your claim, supporting evidence, and reasoning—to persuade reviewers to grant credit for that competency?
		Are your sentences clear and concise?
		Have you used Standard Written English and avoided using jargon without defining it?
		Does each paragraph begin with a topic sentence that states your main point for that paragraph?
		In each paragraph, do the rest of the sentences support the topic sentence?
		Have you established clear, coherent, logical connections among ideas in each paragraph? Among paragraphs?
		Have you single-spaced your prose?
		Have you used an easy-to-read 10-point typeface? (The default set up of the spaces in the fillable forms for self-assessment are 10-point Times Roman.)
		Have you proofread and copyedited your portfolio thoroughly and carefully for grammar, spelling, punctuation, and usage errors?
		Have you asked someone else to proofread your work?
<b>Tab VII: Signature Block</b>		
		Have you signed and dated the VII-Tab signature block and placed it at the end of the portfolio but <i>before</i> this checklist?
		Did you have the VII-Tab form notarized?
<b>Other</b>		
		Have you scanned your documents into one complete portfolio document? Email complete scanned document to: <a href="mailto:schmi2kl@cmich.edu">schmi2kl@cmich.edu</a>
		Do you understand that the portfolio fee of \$125 will be added to your student account once your portfolio is emailed to u.