

Worksheet for IV-Tabs (Work Experience)

For each job/position you have held for at least 10 months (for undergraduates) or 16 months (for graduate students), use a copy of this worksheet to generate competency titles and content for your self-assessment of learning, which you will include in the IV-Tab form for this position. Either type the information in the spaces provided, or print the worksheet and complete it by hand.

IV- Job/position title:	Dates (mm/yy): From	To	Months on job?
Full-time?	Part-time?		# of potential credits? ¹
<p>Job Duties/Responsibilities: List responsibilities from your official job description for this job/position as well as responsibilities that were <i>not</i> stated in your official job description but that you nonetheless fulfilled.</p>	<p>Learning You Acquired: List any <i>new</i> skills, concepts, principles, methods, or procedures you learned. Also identify existing skills, concepts, principles, methods, or procedures you <i>improved</i>. List examples of how you applied this learning on the job.</p>	<p>Possible Competency Titles: ² Extrapolate a list of titles for possible competencies for which you might obtain credit. Divide the number of potential credits above by 3 to see how many competency titles you may include in your IV-Tab form for this position. No more than five titles are allowed in each IV-Tab form, and you don't want titles among the IV-forms to overlap.</p>	<p>Documentation: List the documents you can provide to verify your job/position title, dates of employment, whether you worked full- or part-time, and your job duties/responsibilities.</p>

1. To find the number of potential credits this job is worth, look up the number of months worked in the chart titled "Easy Reference Guide for Determining Number of Potential Credits for Each IV and V Tab." You can download a copy from the Prior-Learning Credit web site under the page link titled "Fillable Forms, Charts, and Worksheets." Separate charts are included for undergraduate and graduate students. If you worked part-time on this job, then divide the number of months on the job by two (2) before looking up the number of credits in the chart.
2. If you need help thinking of competency titles, see the list of "Sample Competency Titles" on the Prior-Learning Credit web site under the page link titled "Fillable Forms, Charts, and Worksheets."