Experiential Learning Portfolio for 10801197 Technical Reporting

Student Contact Information:

Name: _____Student ID#: _____

Email: _____ Phone: _____

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
   - What did you learn?
   - How did you learn through your experience?
   - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
   - Label artifacts as noted in the competency
   - Scan paper artifacts
   - Provide links to video artifacts
   - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of

the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive "Met" on 7 of the 8 competencies.

10801197 Technical Reporting, 3 Associate Degree Credits

Course Description: Prepare and present written, oral, and visual communication products, including but not limited to instructions, proposals, informal and formal reports. Produce clear, usable communication by incorporating information design principles, arranging content to satisfy diverse audience needs, and presenting visuals for various contexts. Designed to develop collaborative communication practices, information literacy skills, and ethically responsible professional communication strategies.

NOTE: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

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Introduction: **Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

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Competency 1: Create visual elements for incorporation into communication products
Criteria: Performance will be satisfactory when:
- visuals target one or more of the following: presentation handouts, graphics in written reports, website wireframe, instructional documents, electronic presentation
- visuals are appropriate for the audience
- visuals credit sources of information
- visuals enhance the narrative
- visuals clarify complex concepts/relationships
- visual medium is appropriate to audience, situation, and purpose
- visuals make use of design including white space, color, font, type size, hierarchy, headings, forecasting statements, and lists and other design elements

Learning Objectives:
a. Choose visual that provides clarity to text
b. Use appropriate technology (software and hardware) to produce visual
c. Distinguish between effective and ineffective visuals
d. Place visuals appropriately in text

Required Artifacts: Visual incorporated in narrative
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Model ethics in professional communication

Criteria: Performance will be satisfactory when:
- communication adheres to copyright laws
- communication is free of plagiarism
- communication respects privacy and confidentiality concerns
- communication demonstrates inclusive language and visual representation
- communication is free of inappropriate bias
- communication demonstrates the ethical use of digital and/or social media messages

Learning Objectives:
a. Define ethics, plagiarism, and cheating
b. Locate program-specific Codes of Ethics/Conduct
c. Demonstrate personal and professional accountability

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Write a set of procedures or instructions

Criteria: Performance will be satisfactory when:

- procedures/instructions use clear and effective language designed for a specific audience and purpose
- procedures/instructions contain all identified major elements
- procedures/instructions are unified, coherent, and accurate
- procedures/instructions include ordered steps written using imperative mood
- procedures/instructions include notes, cautions, and warnings
- procedures/instructions makes effective use of definition and description
- procedures/instructions include appropriate graphics

Learning Objectives:

a. Analyze audience
b. Determine medium to be used: word processor, PowerPoint, or web pages
c. Develop an organizational plan or outline
d. Use visuals/graphics/illustrations
e. Employ the writing process for procedures

Required Artifacts: Written Procedures/Instructions created by student
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Prepare an informal report
Criteria: Performance will be satisfactory when:
- report uses clear and effective language designed for a specific audience and purpose
- report exhibits designated report genre conventions
- report is unified, coherent, and accurate
- report reflects an appropriate tone
- report makes effective use of definition and description

Learning Objectives:
a. Analyze audience
b. Determine medium to be used: word processor, PowerPoint, or web pages
c. Develop an organizational plan or outline
d. Use visuals/graphics/illustrations
e. Employ the writing process for informal reports

Required Artifacts: Informal Report written by student
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Incorporate information sources

Criteria: Performance will be satisfactory when:

- sources are credible
- sources are reliable
- sources are valid
- sources are free of inappropriate bias
- sources include primary and/or secondary research
- sources are gathered, evaluated, selected, and documented logically, efficiently, and ethically

Learning Objectives:

a. Evaluate sources for credibility, accuracy, currency, and bias
b. Use a variety of sources such as databases, professional journals, people, Web sites, and trade publications

Required Artifacts: Example of incorporating sources within a report
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Prepare a formal report

Criteria: Performance will be satisfactory when:
- report purpose is evaluative or analytical
- report uses clear and effective language designed for a specific audience and purpose
- report exhibits designated report conventions
- report contains all appropriate identified major elements which may include executive summary/abstract, statement of problem or situation, literature review, methods, findings, discussion, conclusions or recommendations, references
- report is unified, coherent, and accurate
- report applies an appropriate documentation format such as MLA, APA, CSE, AMA
- report makes effective use of definition and description

Learning Objectives:
a. Employ the writing process for a formal report
b. Analyze audience
c. Locate information from a variety of sources
d. Synthesize relevant information
e. Cite quotations, paraphrases, and summaries
f. Organize content
g. Design the document
h. Present valid conclusions
i. Prepare Works Cited or Reference page

Required Artifacts: Formal Report written by student
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Apply the principles of teamwork to collaborative communication

Criteria: Performance will be satisfactory when:

- use problem solving tools and strategies
- use conflict resolution techniques
- apply team roles
- identify team norms
- assess team performance
- interact collaboratively (face to face and/or online) with other students to complete various course assignments

Learning Objectives:

a. Establish a standard model of collaborative writing
b. Analyze the expectations of the teamwork process
c. Use the collaborative writing process to produce a document
d. Discuss qualities of effective feedback

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Present an oral report

Criteria: Performance will be satisfactory when:

- presentation credits information taken from all sources whether paraphrased, summarized, or quoted verbatim
- presentation exhibits effective delivery style and techniques
- presentation uses clear and effective language designed for a specific audience and purpose
- presentation is unified, coherent, and accurate
- presentation fits within the time allotted
- presentation targets the audience
- presentation includes visual elements to enhance the presentation

Learning Objectives:

a. Select topic
b. Utilize visual aids
c. Organize content (introduction, body, conclusion)
d. Use smooth transitions
e. Demonstrate appropriate delivery (eye contact, pace, volume, tone, articulation, enunciation, etc.)

Required Artifacts: Video of student delivering an oral presentation
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Conclusion: Summarize how you have met the competencies of the course.

Learning Source Table

Learning Source (name of employer, training, military, volunteer organization, etc.)	Supervisor	Start-End Date	Total Hours	Related Competencies
Ex: XYZ Corporation	Bucky Badger	8/2012-9/2014	2000	#1, 2, 3, and 7