



# Experiential Learning Portfolio for 10145101 Entrepreneurship

## Student Contact Information:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

## 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 6 of the 7 competencies.**

### **10145101 Entrepreneurship, 3 Associate Degree Credits**

**Course Description:** This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

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

**Competency 1: Analyze the role of entrepreneurs in the United States economy**

Criteria: Performance will be satisfactory when:

- learner creates a written definition of entrepreneurship
- learner lists prominent entrepreneurs
- learner identifies ten trends in the area of entrepreneurship

Learning Objectives:

- a. Define the term "entrepreneur"
- b. Identify prominent entrepreneurs in American history
- c. Identify key risks associated with entrepreneurship
- d. Interpret trends in entrepreneurship

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Identify potential business opportunities**

Criteria: Performance will be satisfactory when:

- learner secures three advertisements for entrepreneurial positions
- learner establishes criteria for evaluating entrepreneurial opportunities

Learning Objectives:

- a. List the steps involved in selecting an area for self-employment
- b. Evaluate options for self-employment
- c. Apply a decision-making strategy to self-employment options

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Evaluate alternative forms of business ownership**

Criteria: Performance will be satisfactory when:

- learner identifies the ways to acquire a business
- learner generates a list of characteristics surrounding the various business ownership types
- learner documents current trends in franchising

Learning Objectives:

- a. Analyze alternative methods to acquire your own business
- b. Compare the various legal forms of business ownership
- c. Differentiate between the various types of franchising
- d. Outline the major trends shaping franchising

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Identify sources of legal, financial, and market information**

Criteria: Performance will be satisfactory when:

- learner lists sources of small business information
- learner analyzes the information available in his or her area of interest

Learning Objectives:

- a. Explain the need for small business assistance
- b. Assess the availability of low cost assistance
- c. Describe the types of assistance available from various sources
- d. Analyze the value of market information

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Conduct location analyses**

Criteria: Performance will be satisfactory when:

- learner practices analytical, explorative, and innovative thinking as it relates to location selection
- learner recognizes the impact of location on business success
- learner works with others to perform a location audit for a prospective business

Learning Objectives:

- a. Explain the stages in the location decision-making process
- b. Determine location criteria for small businesses
- c. Discuss the advantages of using a business incubator site
- d. Describe the advantages of building, buying, or leasing a building
- e. Explain the principles of effective interior layouts

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 6: Outline appropriate procedures for buying a business**

Criteria: Performance will be satisfactory when:

- learner creates a document listing the financial statements necessary to obtain financing
- learner presents the aspects investors find attractive in financing small businesses

Learning Objectives:

- a. Describe the difficulties entrepreneurs face in obtaining capital
- b. Analyze the financial statements needed to obtain financing
- c. Identify what potential investors look for in a business plan

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**



**Competency 7: Design a realistic business plan for an entrepreneurial venture**

Criteria: Performance will be satisfactory when:

- your plan includes a description and analysis of a business situation
- your plan includes a marketing plan
- your plan includes a proposed financial plan
- your plan exhibits proper grammar, spelling, punctuation, and report format

Learning Objectives:

- a. Explain why entrepreneurs need a business plan
- b. Describe the elements of a solid business plan
- c. Identify the benefits of preparing a business plan
- d. Demonstrate the aspects of an effective business plan presentation

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

