Experiential Learning Portfolio for 10890116 Job Quest

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 3 of the 4 competencies.

10890116 Job Quest, 1 Associate Degree Credit

Course Description: Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

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

Competency 1: Connect to your career

Criteria: Performance will be satisfactory when:

- presentation describes job search strategies
- presentation includes a rationale (ethics, values, location, etc.) for an identified preferred target job
- presentation identifies resources and information needed for an online job search
- presentation describes professional presence portrayed by personal social media

Learning Objectives:

a. Identify a target job
b. Locate job opportunities
c. Manage an online presence

Required Artifacts: None
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Create an employment portfolio

Criteria: Performance will be satisfactory when:

- employment portfolio documents meet business standards, standard formatting, and English standards
- employment portfolio documents are professionally organized
- employment portfolio includes all required documentation (cover letter, resume, references, follow-up contact, transcripts, certificates, examples of work, organization membership
- employment portfolio is presented in an electronic portfolio, shared electronic folder, or personal website

Learning Objectives:

a. Prepare interview documents (cover letter, resume, references, follow-up contact, transcripts, certificates, samples of work, organization membership
b. Analyze electronic portfolio options

Required Artifacts: An electronic portfolio with the following documents: cover letter, resume, references, follow-up contact, transcripts, certificates, examples of work, organization membership

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Complete the interviewing process

Criteria: Performance will be satisfactory when:

- presentation includes responses for interview questions
- presentation includes a completed job application
- presentation identifies inappropriate and appropriate interview questions
- presentation includes responses to inappropriate interview questions
- presentation includes analysis and goals of professional appearance
- presentation demonstrates effective phone interview skills (clear speech, positive tone, focused responses, market self)
- presentation demonstrates effective interview stream skills (professional mannerisms, appropriate attire, awareness of surroundings, clear speech, positive tone, focused responses, market self)
- presentation includes analysis of job offer (location, cost of living, wages, duties, benefits)
- presentation includes a completed budget (expenses, financial implications, investments

Learning Objectives:

a. Prepare for interview questions
b. Complete a job application
c. Identify interviewer and interviewee rights and responsibilities
d. Analyze professional appearance
e. Demonstrate conduct for various types of interviews (phone, interview stream, in person
f. Conduct an interview stream
g. Analyze factors of a job offer (benefits package, budget, negotiation options

Required Artifacts: Phone Interview and/or Video Stream Interview
Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Explore professional and personal growth goals

Criteria: Performance will be satisfactory when:

- presentation identifies goals for professional and personal management skills
- presentation identifies strategies for achieving goals (time management, stress, well-being
- presentation includes an analysis of goals

Learning Objectives:

a. Describe acceptable social behavior
b. Review personal management strategies
c. Identify job retention/advancement goals and strategies
d. Review leadership skills
e. Develop goals

Required Artifacts: None
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