**A Template for Preparing**

**The Work and Life Experience Portfolio**

**At West Virginia State University**

**(A Sample Title Page-Be sure to delete this sentence, and the replace the underlined words with your information.)**

**A WORK AND LIFE EXPERIENCE PORTFOLIO**

**Submitted to the Regents Bachelor of Arts Program**

**For 42 College Equivalency Credits**

**In the Academic Department of Education**

**By John Doe**

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**Date Submitted-October 21, 2016**

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**Section I-Portfolio Summary**

**Table I**

**Table I provides a summary to assist the Regents Bachelor of Arts Reviewer in the evaluation of this portfolio. It contains a table showing the number of credit hours requested and the number of clock hours covered during the portfolio review period.**

**Total Clock Hours for 42 College Equivalency Credits**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order of Documentation**  **Letters** | **Source or Employer** | **Supervisor Writing the Letter and Title** | **From-To** | **Total Clock Hours Counted Towards CEC’s** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**Section II-Supporting Documentation Letters**

**Letter I from Jane Doe at Anywhere Corporation of America**

**(Letter I from Jane Doe at Anywhere Corporation of America goes here. Delete this line.)**

**Letter II from Mary Smith at Everywhere Corporation of America.**

**(Letter II from Mary Smith at Everywhere Corporation of America. Delete this line.)**

**Section III- RBA Program Learning Outcomes**

1. **The application of strategies to promote success by developing, reviewing and revising personal and career goals.**
2. **The application of critical thinking skills to solve problems in real world settings.**
3. **Appropriate technology skills to complete work related projects.**
4. **Correct written communication skills.**
5. **Correct oral communications skills.**

**A Brief Autobiography of John Doe**

**(2-3 pages-Delete this sentence.)**

**A Current Professional Resume of John Doe**

**(Insert your current professional resume here-Not to exceed 2 pages. Delete this sentence.)**

**RBA Outcome I**

**RBA OUTCOME I- The application of strategies to promote success by developing, reviewing and revising personal and career goals.**

**A. Personal Goals**

**B. Career Goals**

**(Provide 3 examples for both A and B. Limit this to one page and delete this sentence.)**

**RBA Outcome II- The application of critical thinking skills to solve problems in real world settings.**

**(Provide 3 examples of anecdotal evidence as described in LEWP Guidelines and delete these directions.)**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**RBA Outcome III-Appropriate computer skills to complete projects.**

**(Provide 3 examples of anecdotal evidence as described in LEWP Guidelines and delete these directions.)**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**RBA Outcome IV-Correct written communication skills.**

**(Provide 3 examples of anecdotal evidence as described in LEWP Guidelines and delete these directions.)**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**RBA Outcome V-Correct oral communication skills.**

**(Provide 3 examples of anecdotal evidence as described in LEWP Guidelines and delete these directions.)**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Section IV-Academic Program Learning Outcomes**

**Section IV-Academic Program Learning Outcomes**

**This section documents the demonstration of the Program Learning outcomes for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department at West Virginia State University. These Program Learning Outcomes are as follows:**

**(Insert the academic program learning outcomes here and delete this portion. \*Note: Education Program Learning Outcomes are inserted for sample purposes on the following pages of the template. You must insert the appropriate learning outcomes.)**

**Education Department Program Learning Outcome I-Demonstrate knowledge and skills in the subject matter(s) of their chosen content specialization.**

**(Provide 3 examples of anecdotal evidence as Described in LEWP Guidelines and delete these directions. Remove the Education Department Program Learning Outcomes if you are using another department’s program learning outcomes and insert the appropriate program level outcome. )**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Education Department Program Learning Outcome II-Demonstrate an understanding of diverse learners, learning processes, and pedagogy by planning, teaching and assessing lessons that are developmentally appropriate and address national and state standards.**

**(Provide 3 examples of anecdotal evidence as Described in LEWP Guidelines and delete these directions. Remove the Education Department Program Learning Outcomes if you are using another department’s program learning outcomes and insert the appropriate program level outcome. )**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Education Department Program Learning Outcome III-Demonstrate knowledge and skills in integration of technology, twenty-first learning tools and skills in their own teaching as well as the learning process of their students.**

**(Provide 3 examples of anecdotal evidence as Described in LEWP Guidelines and delete these directions. Remove the Education Department Program Learning Outcomes if you are using another department’s program learning outcomes and insert the appropriate program level outcome. )**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Education Department Program Learning Outcome IV-Demonstrate the dispositions of a member of the teaching profession and exhibit behaviors congruent with the Teacher as Human Developer (1. Role Model, 2. Student Focused, 3. Member of a Profession)**

**(Provide 3 examples of anecdotal evidence as Described in LEWP Guidelines and delete these directions. Remove the Education Department Program Learning Outcomes if you are using another department’s program learning outcomes and insert the appropriate program level outcome. )**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Education Department Program Learning Outcome V-Demonstrate knowledge and skills in creating learning communities by promoting communication within the school and its community and by developing classroom management frameworks that value diverse abilities and talents of all its members and facilitate respect for all students.**

**(Provide 3 examples of anecdotal evidence as Described in LEWP Guidelines and delete these directions. Remove the Education Department Program Learning Outcomes if you are using another department’s program learning outcomes and insert the appropriate program level outcome. )**

**Reflective Learning: (At the end of this section, provide one to two paragraphs detailing the learning process whereby you describe how you *learned* to meet this outcome. How did the learning evolve? Where did you learn? Are there critical junctures/moments in the learning process? Delete the material in the parenthesis.)**

**Section V-Writing Samples to Demonstrate Work and Life Experiences**

**This section includes three exemplary writing samples to demonstrate RBA Program Learning Outcome IV-Correct written communication skills and the \_\_\_\_\_\_\_\_ (Name of the Academic Department goes here to demonstrate PLO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RESTATE The Departmental Outcomes here. These samples are as follows:**

**Writing Sample I**

**(Insert a brief description of the writing sample here. See example below. Delete this sentence and the sentences below and replace this narrative with your narrative about your writing samples.)**

**A Training Manual, I developed, to enhance work productivity in my place of employment. This manual demonstrates RBA Outcomes I, II, and III and Education Outcome I. I used this training manual and presented the information to over 500 employees on three continents. The training sessions received a participant rating of 4.9 on a 5.0 scale. Work productivity increased as a result of this training program that everyone received a $10,000.00 bonus at the end of the year from the corporate profits we generated.**

**Writing Sample II**

**(Insert a brief description of the writing sample here. For example, see Writing sample I. delete this sentence.)**

**Writing Sample III**

**(Insert a brief description of the writing sample here. For example, see Writing sample I. delete this sentence.)**