Work and Life Experience Portfolio Checklist

1. The Work and Life Experience Portfolio (WLEP) is sturdily bound.
2. The WLEP is in Times New Roman 12 Point Font Type.
3. The Title Page contains all the information in the WLEP Guidelines.
4. A Table of Contents.
5. Section I-Portfolio Summary Title Page.
6. Section I-Portfolio Summary Table I to document the number of clock hours.
7. Section II-Supporting Documentation Letters Title Page.
8. Supporting Letters of Documentation Arranged in the same order as Section I, Table I.
9. Supporting Letters are on some form of official letterhead and signed in BLUE INK.
10. Supporting Letters are correctly addressed according to the WLEP Guidelines.
11. Supporting Letters use the correct salutation contained in the WLEP Guidelines.
12. Supporting Letters document not only the clock hours but the RBA Program Outcomes.
15. Section III-Introduction and RBA Program Learning Outcomes centered at the top.
16. A Brief Autobiographical Sketch Underlined and on the left margin.
17. A 2-3 page autobiography that contains the 7 items in the WLEP Guidelines.
18. Insert a Page Break at the end of A Brief Autobiographical Sketch.
19. Insert a title page John Doe; A Professional Resume.
20. Insert a current updated Professional resume not to exceed two pages.
21. Insert a Page Break at the end of your Professional Resume.
22. Insert a Page that has the following title centered at the top of the page.
23. Insert RBA Outcome I.
24. Insert A. Personal Goals.
26. Insert RBA Outcome II.
27. Insert RBA Outcome III.
28. Insert RBA Outcome IV.
29. Insert RBA Outcome V.
30. Section IV-Academic Program Learning Outcomes Title Page.
31. Academic Department Program Learning Outcome I.
32. Continue this until all outcomes are addressed.
33. Section V-Writing Samples of Work or Life Experiences.
34. Writing Sample I.
35. Then the Writing sample.
36. Writing Sample II.
37. Then the Writing Sample.
38. Writing Sample III.
39. Then the Writing Sample.
40. Obtain A Bill for the portfolio from the RBA Coordinator.
41. Pay the Bill at the Cashier’s Office.
42. Bring the Receipt to the RBA Coordinator and turn in the portfolio.