



## SYLLABUS

<b>Course Title</b>	Professional Experience Portfolio
<b>Course Number</b>	DLC 220
<b>Number of Credits</b>	0 credits but required to earn prior learning credit
<b>Course Dates</b>	August 17 to October 10, 2020
<b>Instructor</b>	Dr. Lorie Cook-Benjamin
<b>Email Address</b>	<a href="mailto:lorie.cookbenjamin@doane.edu">lorie.cookbenjamin@doane.edu</a>
<b>Office Hours/Availability</b>	Arranged
<b>Phone Number</b>	402.467.9005
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	N/A
<b>Additional Course Materials</b>	Evidence for a professional experience portfolio.
<b>Course Description</b>	<p>This course is required for students desiring to earn prior learning credit. Students will produce a professional portfolio documenting how their life and work experiences meet identified course learning outcomes. The documentation will include a narrative and authentic artifacts validating learning.</p>
<b>Program Outcomes</b>	N/A

<b>Course Learning Outcomes/Objectives</b>	Varies depending on the course(s) desired to earn the college credit.
<b>Technology Requirements</b>	<p><b>Computer Requirements</b></p> <p>For the successful use of Canvas please refer to Doane University's <a href="#">minimum computer requirements</a>. This also includes:</p> <ul style="list-style-type: none"> <li>● Reliable computer and internet connection</li> <li>● A web browser (Chrome or Mozilla Firefox)</li> <li>● Adobe Acrobat Reader (free)</li> <li>● Word processing software—Microsoft Word or Google Docs</li> <li>● Webcam and mic</li> </ul>

**Course Schedule-** The portfolio can be completed any time prior to the 8th week.

Week/Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Module 1: Weeks 1-7	Overview of Portfolio Expectations  Build the Portfolio	Steps to earn portfolio credit, competency sheet, and portfolio framework which describes all elements that must be included in the portfolio.	<p>By the end of Week 1, Competency Sheet</p> <p>By the end of Week 2, it is suggested to have a draft or final cover letter, unofficial transcripts and most updated course syllabus for each course that you desire credit</p> <p>Weeks 3-7, work on the Prior Learning</p>	<p>August 23</p> <p>August 30</p> <p>October 4</p>

			Narrative and Evidence  Week 4, schedule a “formal” check-in with the course instructor	September 13
Module 2: Week 8	The Completed Portfolio		Submit the completed portfolio	October 5 (preferred)

#### Grading Assessments - N/A

Type of Assessment	Points	Total possible points
Completed portfolio	N/A	N/A

<b>Participation Policy</b>	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
<b>Study Time</b>	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students’ backgrounds.
<b>Late Work</b>	N/A
<b>Submitting Assignments</b>	Submit the portfolio in Canvas.
<b>Communication Policy including Assignment</b>	Questions will be responded to within 72 hours from receipt. Please refer to the Portfolio Process document for details on portfolio timelines.

<b>Feedback</b>	
<b>Academic Integrity Policy</b>	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <p>Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</p> <p>Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</p> <p>Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</p> <p>Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</p> <p>(Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). <i>Issues and perspectives on academic integrity</i>. Columbus, OH: National Association of Student Personnel Administrators.)</p> <p>For more information on the sanctions for academic dishonesty, please visit the website:  <a href="https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333">https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333</a></p>
<b>Academic Support</b>	<p>Please contact <a href="mailto:academicsupport@doane.edu">academicsupport@doane.edu</a>  <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a>  Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.</p>
<b>Military Services</b>	<p><a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a></p>
<b>Anti-Harassment Policy</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a></p>
<b>Grade Appeal Process</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a></p>

<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.