**Prior Learning Assessment Plan**

**Instructions to Student :**

1. After an initial conversation with the Future Generations Registrar and/or faculty, please complete the Prior Learning Assessment Plan to the best of your ability.
2. The portions in Blue can be obtained from the Registrar. Please request this information when you know which course you would request PLA for.

**Student Name :**

**Expected Date of PLA Assessment :**

**Course Number :**

**Course Name :**

**Number of credits :** 3

**Course Description :** (from course catalog)

**Course-Learning Outcomes (*for which credit is being sought)*:** (from course syllabus)

* Students can ...
* Students show …

**Prior Activities:** Activities that can be aligned with Course Learning Outcomes

* Conducted…
* Developed...

**Suggested Artifacts:** Preliminary list of artifacts that will be submitted for assessment (suggestions below should be edited as appropriate)

1. Documentation of prior learning and experiences
2. Analysis of learning spreadsheet
3. Learning narrative
4. CV or resume
5. Video presentation of prior learning
6. Statement from former supervisor

**Roles & Responsibilities:**

* *Student*
  + Complete documentation and artifacts.
  + Communicate with FGU advisor if questions arise.
  + Request assessment when documentation is complete.
* *FGU Advisor*
  + Advise on aligning prior learning with FGU Course Learning Outcomes.
  + Provide feedback on artifacts.
  + Coordinate assessment of artifacts with the Director of Assessment.

**Communications & Meetings:**

* FGU advisor is available via email and zoom to meet as needed.
* *(date)* Beginning
  + Meet with FGU advisor do go over details of the PLA plan and discuss how prior learning can be aligned with the FGU course learning outcomes.
  + Student should bring any questions about the process or artifacts.
* *(tentative date)* Middle
  + Meet with FGU advisor to discuss progress.
  + Student should bring questions about the process or artifacts.
  + If preliminary artifacts are ready for feedback, please email to advisor 48 hours in advance of the scheduled meeting.
* *(tentative date)* End
  + Provide draft artifacts to advisor 48 hours in advance of the scheduled meeting.
  + Advisor will give feedback on artifacts and identify areas for improvement.
  + Discuss additional work needed before assessment.
* *(tentative date)* Assessment
  + Email registrar and FGU advisor to request assessment.
  + FGU advisor will coordinate with the Director of Assessment to schedule assessment.
  + Student will submit artifacts as instructed by FGU advisor.
  + Student will attend meeting with PLA Assessment Team to review the artifacts submitted for PLA assessment.

**PLA Process Checklist**

*(add notes and dates as appropriate; duplicate the checklist below for multiple courses)*

**Student:**

**Course:**

* Student inquiry w/Registrar
  + Identify potential courses for PLA
  + Describe process
  + Registrar provide course level learning objectives for potential PLA courses
  + Initial look at PLA Template
* Student review course level learning objectives to see if PLA appropriate
* Student conversation with Registrar to discuss how prior experience meets course level learning objectives
* Registrar assign faculty advisor if appropriate
* Student and Registrar/Advisor complete PLA Template
* Student file application for PLA course and PLA Template with Registrar
* Registrar file paperwork for course enrollment
* Registrar provide lab journal for each PLA course
  + Includes course level learning objectives
  + Include mapping to PLOs and description of how course meets the PLOs
* Registrar/Advisor meet with student as needed to discuss progress
  + Collection/Production of artifacts to meet each course level learning objective
  + Review Lab Journal and provide feedback
* When student and Registrar/Advisor agree that PLA portfolio is complete, request evaluation
  + Registrar identifies faculty subject matter expert
  + Registrar provides portfolio materials to assessment team
* Director of assessment and subject matter expert form the assessment team
  + Review portfolio
  + Fill out Rubric
  + Assessment team meets to discuss and discrepancies or questions
* If student scores a 12 or higher on the rubric from both members of the assessment team, student receives PLA for the course
* Registrar creates PDF of assessments and artifacts for student records
* Registrar records grade as Pass or Fail