COLLEGE OF
THE ROCKIES

PORT-090 – Portfolio Learning

College Preparation and Upgrading

Effective Term & Year: Fall 2022
Course Outline Review Date: 2025-09-01

Program Area: Upgrading for Academic and Career Entry

Description:

Portfolio Learning 090 provides an opportunity for students with near complete or complete and comprehensive portfolios to engage with faculty for a review of their work. Students will be granted credit for past and current personal knowledge, skills, and abilities. Creating a portfolio is an in-depth process; students will need to identify and document significant experiences, reflecting on the learning that resulted from these experiences, establishing educational, career or personal goals, and submitting all work in a well-organized and clearly presented format.

Program Information:

This course can be used toward a BC Adult Graduation Diploma.

Delivery Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other	
Total	90

Course Requisites:

- Instructor permission

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Not applicable

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- establish the goals and overall purpose of the portfolio
- identify the intended audience of the portfolio
- choose type of portfolio
- identify a variety of contexts where learning occurred i.e. education, training, employment, projects, community service, hobbies, accomplishments and activities
- gather and organize documents with significant learning experiences
- assess learning that resulted from these experiences
- identify and justify skills transferable to portfolio purpose
- emphasize strengths to be used toward portfolio

- reorganize skills by theme
- formulate portfolio skill themes
- select items that best provide evidence of strengths and accomplishments toward portfolio purpose
- assemble portfolio
- celebrate completion of portfolio and share with others
- describe transferable skills and strengths
- present the portfolio

Course Topics:

Content will vary, depending on individual student experiences.

1. **Career Portfolio** –This type of portfolio can help take an inventory with a job-related goal. Some examples include searching for a job, identifying new career options and choices, or recognizing a need or desire for further learning.

OR

1. **Subject-specific Portfolio** –This portfolio can help showcase strengths in a specific area of competency. Some examples include photography, art, music, storytelling, parenting, addictions recovery, and cultural engagement. It can also help identify an area for continued learning.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Evaluation of portfolio for evidence of learning	100%

Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

Pass requirements: None

Evaluation Notes Comments:

All students will participate in an interview with a faculty member, either face to face or by phone to discuss their evidence of learning. The faculty member will assign a grade, based on the

following rubric:

Portfolio Evaluation Rubric:

	Expectations	Grading
Evidence	**The portfolio contains a wide variety of evidence and normally includes the following:** · Resume · Letters of Reference · Transcripts · Certificates · Life History · Particular artifacts of a discipline	Excellent – 3 Satisfactory – 2 Not Acceptable -0
Reflection	**The portfolio includes extensive reflective statements which clearly**: · Explain the significance of artifacts. · Identify personal learning and growth · Identify education, career and personal goals	Excellent – 3 Satisfactory – 2 Not Acceptable -0
Presentation	**The portfolio:** · Format may vary and will reflect the individual's creativity and experiences · Has a clear sense of organization · Is easy to read and understand · Demonstrates the ability to clearly link the evidence with the reflective components · Demonstrates the individual's ability to write clearly and correctly.	Excellent – 3 Satisfactory – 2 Not Acceptable -0
Total	To complete the course and obtain COM, students must have a **minimum 6/9** from the above scale.	COM

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)

- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.