COU 101: Life/Work Planning Outline Fall 2017
Instructor: A. Caffary
[Monday 6.00 – 9.30 E125]

Week	Date	Lesson	Homework
	4 Sep	Labor Day – College Closed	
4	2 Oct (M)	Learning Outcome Statement (LOS) 　How to Transition Experience to Learning Objectives 　Complete one sample LOS as a Group Resume Q & A	Complete Combined Resume Draft the LOS [ALA-LSSC competencies for Public Service or Cataloging] Reading: **APL ePortfolio - Student Guide** [we will create our ePortfolios together in class 9 October]
5	9 Oct (M)	Digication Workshop: ePortfolio Introduction 　Create your ePortfolio 　Explore the Template 　Upload Evidence LOS Q & A and Workgroups Provide Individual Feedback	Textbook Reading: **Documentation**
6	16 Oct (M)	Primary Documentation Letter: 　Timing, Format, and Instructions 　Verifier Qualifications 　Foundation of Skills Form Provide Individual Feedback	Draft a List of Potential Documenters
10	13 Nov (M)	Narrative Writing Workshop: 　Format, Writing Style, Length 　Discuss the 'I' Statement 　Telling the story of your learning	Draft Narrative
12	27 Nov (M)	Portfolio Submission Workshop: 　Checklist & How-to Instructions Present Course Forms: Permission to Read	Proofread and Finalize all Portfolio Documents Submit Permission to Read Form

Objectives:

Students will:

1. analyze and identify the quality and quantity of their experiential learning in order to appropriately align their learning with current course objectives and outcomes
2. use this qualitative and quantitative information to engage in the collaboration of their learning
3. recognize and systematically organize their learning into sources of academic units
4. compile a learning portfolio to verify and document the quality of their experiential learning comprised of:
   a. Narrative description of their significant life/work/volunteer experiences, and the application of their learning.
   b. Resume that outlines their life/work/volunteer experiences.
   c. Learning Outcome Statements that identify the learning, skills, and values they acquired through prior experiences and demonstrate the use of Blooms' Taxonomy.
   d. Primary Documentation Letters from experts to verify and validate the claims put forth in a-c.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to success in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

College Withdrawal Policy:

A student who finds it necessary to discontinue a course must complete a withdrawal form in the registrar's office at the time of withdrawal. Please refer to the academic calendar[i] for the withdrawal deadline. Students who do not withdraw but stop attending will be assigned an 'F'. Eligibility for refund of tuition is based upon date of withdrawal when received by the registrar.

Disability Statement:

If you have a hidden or visible disability that may require classroom or test-taking modifications, please see the instructor as soon as possible. If you have not already done so, please be sure to register with the learning disabilities specialist, who coordinates services to students with disabilities (see http://www.threerivers.edu/student-life/support-services/accessibility-services/)

Required Text:

The APL textbook is created by the APL Office and is available in the Blackboard Course Shell.

The MyCommnet Alert:

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site.

TRCC Email:

All students are assigned TRCC email addresses – we strongly encourage the sole use of the TRCC college email for ALL College related communications, whether it be with TRCC students or TRCC administrative offices. The consistent use of the college email provides a foundation for college unity and enables students to more easily navigate communicating with you, and future instructors. If you need assistance with your account, please visit http://www.trcc.commnet.edu/Div_StudentServices/admissions/Student_email.shtml

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[i] http://www.threerivers.edu/about/academic-calendar/