

APL Course Outline
Spring 2012
Instructor: Gregory F Petranek
Saturday 9:00am – 12:30pm
TRCC - Room E125

Required text: *APL textbook* that you purchase for \$15.00 at the first class session.

Highly recommended equipment: A computer capable of word processing and a printer.

Highly recommended skills: Know how to create a text document using tables, tabs, bullets, and text alignment.

This class outline is flexible, depending on the needs of the class. Typically 9:00am to 11:30am is devoted to lecture and homework review/questions and answers. If students desire, we will work in small groups starting at 11:30am each class session. I am available for individual counseling until the end of class at 12:30pm.

Deadlines are important! Completing the assigned work on time will keep you from getting behind.

Lesson 1 Jan 21, 2012 (Mandatory)

Welcome/Introductions

- Course Overview
- Textbook Distribution
- Introduce Portfolio Foundation Worksheets
- Review Course Catalog Descriptions and APL Notes
- Link Courses to Prior Learning
- Explain Wish List and Provide Sample Forms (handout)
- Introduce POS and using APL credits

Homework Assignment:

- Wish List (13 – 3 CR Courses)
- Fill – in Portfolio Foundation Worksheets
- Read APL Textbook - Bloom Verbs Section Pages

Lesson 2 Jan 28, 2012 (Mandatory)

Homework Required to be completed

- Hand in typed Wish List per handout format
- Complete Portfolio Foundation Worksheets
- Reading Assignment - Blooms Verbs

Lesson:

- Introduce Bloom's Verbs
- Introduce Knowledge, Skills and Abilities
- Conduct MEMLETICS learning survey
- O*NET – Internet Resources (job skill sets)

Homework Assignment:

- Read APL Textbook - Resume Section Pages
- Bring Resume to class (if you have one)

Lesson 3 Feb 4, 2012 (Mandatory)

Homework Required to be completed

Read APL Textbook - Resume Section Pages

Bring Resume to class (if you have one)

Lesson - Resume Writing Workshop

Introduce Expanded Portfolio Resume

Outline APL Resume Specifics

Linking Portfolio Foundation Worksheets and Wish List to Resume

Homework Assignment

Complete resume

Lesson 4 Feb 11, 2012 (Mandatory)

Homework Required to be completed

Hand in completed resume

Lesson

Introduce Learning Outcome Statement (LOS's)

Explain How to Transition from Experience to Learning Objectives

Complete one sample LOS as a Group

Homework Assignment:

Draft two (2) LOS's

Lesson 5 February 18, 2012 (Mandatory)

Homework Required to be completed

Two (2) draft typewritten LOS's Due

Lesson

Peer Review LOS Workgroups

Narrative Writing Workshop

Format, Writing Style, Length

Discuss the "I" Statement

Provide Individual Feedback

Homework Assignment:

Draft four (4) new LOS's (You will have 6 LOSs when these are complete)

Lesson 6 Feb 25, 2012

Homework Required to be completed

Four new draft typewritten LOS's Due

Lesson

Narrative & LOS (questions and answers)

Provide Individual Feedback

Homework Assignment:

Draft 7 additional LOS's

Read textbook section on documentation

Lesson 7 March 3, 2012 (Mandatory)

Homework Required to be completed

Seven new typewritten LOS's Due (this gives you a total of 13 LOSs)
Draft narrative due (8 page maximum)

Lesson

Review LOS (Question and answer session) and narrative
Introduce documentation letter format and instructions
Provide Individual Feedback

Homework Assignment:

Write documentation letters

Lesson 8 March 10, 2010 (Mandatory)

Homework Required to be completed

Documentation letters in progress

Lesson

Introduce plan of Study Form
Discuss Documentation Letter and Timing

Homework Assignment:

Purchase Five (5) - 1 Inch Flexible Cover 3 ring binders
Complete Documentation Letters
Proof Read and Finalize all Portfolio Documents
Fill in POS form for Program Director signature

Lesson 9 March 17, 2012 (Mandatory)

Homework Required to be completed

Complete and turn in POS form for Program Director signature

Lesson

Documentation Letter and Timing
General Questions and answers

Homework Assignment:

Purchase Five (5) - 1 Inch Flexible Cover 3 ring binders
Complete Documentation Letters
Proof Read and Finalize all Portfolio Documents
Assemble One Master Portfolio

March 24, 2012 Spring Break Classes not in session

Lesson 10 March 31, 2012 (Mandatory)

Homework Required to be completed

Send out all documentation letters (2 week turn around)
Instructor review of Master Portfolio

Lesson

Page numbering

Homework Assignment:

Number all Master Portfolio pages

Lesson 11 April 7, 2012

Homework Required to be completed

Complete page numbered Master Portfolio

Lesson

Questions and answers

Introduce portfolio submittal instruction checklist

Homework Assignment:

Make five copies of Master Portfolio after numbering is complete

Lessons 12 - 15 April 14, 2010 – May 12, 2010

Homework Required to be completed

Complete any outstanding tasks

Lesson

Questions and answers

Homework Assignment:

Prepare for portfolio turn in on May 14th 2012

Turn In Portfolios at the college library between 4pm and 6pm on Monday May 14, 2012

Until portfolio turn-in day (May 14th), there is an on-going check of each student's portfolio for perfection!

Grading: Your final grade in this class is based on attendance and your ability to turn in a completed professional, error free, portfolio on time. There are nine mandatory classes that are critical to writing your professional portfolio. For each mandatory class you miss without first being excused by the instructor, your grade will be reduced by one-half a grade level (example: if you miss one mandatory class that is unexcused your grade would go from A to A-, assuming you turn in your professional typed portfolio on time)..

There is no good reason for turning in your typed properly assembled portfolio late (after May 14th) except in an extreme emergency (i.e., you are involved in a car accident and you are in the hospital or your plane was delayed, are two extreme examples). In the event of college closing due to inclement weather, the turn in day will be revised and you will be notified by email. I didn't have a printer or my computer crashed are not valid reasons for not turning in your portfolio. Turning in your portfolio late without a valid reason will result in one full grade level reduction in your final grade (example: A to B or B+ to C+ is a full grade level reduction)