

Department of Technology Portfolio Assessment Policy

The Department uses portfolio assessment in several options in its Technology Management degree program and in its Applied Technical Leadership degree program to evaluate and award credit for prior learning that does not directly transfer as course credit into the University.

In the case of “transfer/occupational assessment” degree options, the credit is awarded as a block to fulfill the technical/occupational requirements area. In those cases the student must demonstrate sufficient prior learning relating to an accepted list of occupational competencies in an occupational area to fill the entire block. Students will only be accepted into those options if they can tentatively demonstrate those competencies at the time of acceptance. The block may be filled with a combination of transfer courses, military experience and credits awarded through portfolio assessment or entirely through portfolio assessment. Both the tentative assessment and the final portfolio assessment will be done by Department.

Portfolios must be completed and submitted electronically within one year after being accepted into the degree option unless an exception is made by the Department. Students must complete their English Composition course or an equivalent prior to submitting the portfolio. The portfolio must demonstrate college-level competency in writing, free of spelling, punctuation, grammatical, and typographical errors.

The department also allows students not in transfer/occupational assessment degree options to obtain up to 9 credits of technical or professional credit based on portfolio assessment. In those cases the competencies demonstrated must match specific existing courses in their major.

You will be required to register with the Office of Prior Learning before you develop your portfolio.

**ITT 400 Portfolio Assessment
Preliminary Screening**

To help us determine if you are eligible for admission to our non-traditional / transfer option in which portfolio assessment is used to award significant credit toward the degree, please provide the following information. If you qualify for the option, you will be required to complete a detailed portfolio documenting your experience and competencies. You will probably need to prepare your own extended version of this form to provide detailed information.

Your name: _____ Date: _____

Degree applied for: _____ Concentration: _____

Your occupational specialization: _____

Employer: _____ Years employed: _____

Explain why you are interested in the Technology Management or Applied Technical Leadership degree program and how the program's course requirements relate to your area of occupational specialization.

Previous employers in the occupation. List by name and years employed:

Total number of years in your occupation: _____

Describe your occupation and tell us about the scope and depth of your experience and responsibilities.

Describe how you were trained for that occupation, list specific courses, training programs, and other ways in which you learned what you know about your occupation.

List any related certifications and licenses you have related to the occupation.

Attach a list of competencies in your occupational area and indicate the source of the list.

**ITT 400 portfolio Assessment
Preliminary Screening Matrix**

Name: _____ Degree: _____

Occupational area: _____

Years of employment in the occupation	5 to 10	10 to 15	15 +
Scope of experience in the occupation compared to the competencies	Has some experience, but is narrower than the scope of the occupational area	Has experience that spans most of the scope of the occupational area	Has extensive experience that spans the scope of the occupational area
Depth of experience in the occupation compared to the competencies	Has achieved only a low level of skill and responsibility in the area	Has achieved an average level of skill and responsibility in the area	Has achieved a high level of skill and responsibility in the area
Formal training in the occupation	Has received little or no formal training in the area	Has received some formal training in the area	Has received a great deal of formal training in the area
Informal training in the occupation	Has learned the basics informally during employment	Has developed a level of skill equivalent to an assoc degree informally during employment	Has developed a high level of skill more than equivalent to an assoc degree informally during employment
Licenses and certifications related to the occupation	Holds no licenses or certificates related to the occupational area	Holds between 1 and 5 licenses and certificates related to the occupational area	Holds more than 5 licenses and certificates related to the occupational area

Based on the evaluation of the students preliminary screening, he/she is _____ admitted to the portfolio option of the degree program.

Evaluated by _____ Date: _____

Evaluated by _____ Date: _____

Notes:

**Individual Course Portfolio Assessment
Preliminary Screening**

To help us determine if you are eligible to receive course credit through portfolio assessment, please provide the following information. If you qualify, you will be required to complete a detailed portfolio documenting your experience and competencies. You will probably need to prepare your own extended version of this form to provide detailed information.

Your name: _____ Date: _____

Degree applied for: _____ Concentration: _____

Courses you wish to receive credit for: _____

How did you develop the competencies in those course areas? List specific courses, training, employment, certifications, etc. For employment, include how long you held the position and a description of how it related to the course competencies.

Attach a complete list of the competencies for each of the courses you wish to receive credit for.

ITT 400 Portfolio Assessment Portfolio Guidelines

The following guidelines are to be used to prepare your portfolio to receive credit for ITT 400. The portfolio must be a well written, detailed document that supports your request for credits for ITT 400. It must provide enough evidence to justify all the credits requested. The portfolio must contain the following sections:

Title page containing your name, address, date of submission, phone number, and e-mail address.

Table of Contents: Include a one-page reference to all subsequent sections of your portfolio by page number.

Current résumé: Provide an up-to-date resume including a synopsis of your educational background and work history. Include relevant professional memberships, awards, commendations, publications, licenses, and supplemental experience or achievements (i.e. Speak fluent French; or Certificate in Court Mediation).

Transcripts: Submit transcripts from schools and colleges you have attended.

Personal Statement. Prepare an autobiographical personal statement about your work experience, education, and college-level learning competencies. A personal statement is your opportunity to introduce yourself to the evaluator(s).

Competencies: The learning outcomes and competencies are the heart of your presentation. In this section you are to present a list of your competencies related to the occupational area which will be supported by the types of documentation listed in the next section. Most occupational areas have well established competency lists which should normally be the basis of your list. To receive credit for the technical /occupational area in your degree, you need to demonstrate achievement of competencies equivalent to a recognized available list for your occupational area or those which would be obtained with an associate degree in that occupational area.

Documentation: The material used to support your statement of competencies.

Examples of documentation include, but are not limited to:

- Job descriptions
- Awards, certificates, letters, references, or job verifications
- Diplomas for previous degrees
- Licenses granted by state or national agencies
- Scores on licensing exams
- Personnel evaluations
- Evidence of promotion
- Memberships in professional trade organizations
- Examples of your work
- Presentations to professional associations or other groups

Documents you have authored

Key reference materials you use

Verification of completed course, workshops, seminars, and other educational events

Portfolios are to be submitted electronically unless an exception is made by the Department and the Department may request original documents.

**ITT 400 portfolio Assessment
Portfolio Evaluation Matrix**

Name: _____ Degree: _____

Occupational area: _____

Years of employment in the occupation	5 to 10	10 to 15	15 +
Scope of experience in the occupation compared to the competencies	Has some experience, but is narrower than the scope of the occupational area	Has experience that spans most of the scope of the occupational area	Has extensive experience that spans the scope of the occupational area
Depth of experience in the occupation compared to the competencies	Has achieved only a low level of skill and responsibility in the area	Has achieved an average level of skill and responsibility in the area	Has achieved a high level of skill and responsibility in the area
Formal training in occupation	Has received little or no formal training in the area	Has received some formal training in the area	Has received a great deal of formal training in the area
Informal training in occupation	Has learned the basics informally during employment	Has developed a level of skill equivalent to an assoc degree informally during employment	Has developed a high level of skill more than equivalent to an assoc degree informally during employment
Licenses and certifications	Holds no licenses or certificates related to the occupational area	Holds between 1 and 5 licenses and certificates related to the occupational area	Holds more than 5 licenses and certificates related to the occupational area
Presentation of the portfolio	The portfolio does not provide enough documentation to adequately prove claims of college-level learning outcomes, and competencies at the level required for the degree option	The portfolio is well written, complete, and clearly documents an adequate level of college-level learning outcomes, and competencies in the occupational area	The portfolio is well written, complete, and provides direct evidence, and a coherent account of college-level learning outcomes, and competencies that documents a high level of competency in the occupational area

Based on the evaluation of the students portfolio as related to the competency list, he/she is _____ is granted _____ credits toward the technical/occupational area in their degree program.

Evaluated by _____ Date: _____

Notes:

Sample of available competencies

The following list are the **machinist** competencies from ACT,Inc found at:
http://profiles.keytrain.com/profile_search/

Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and vernier calipers.

Machine parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders.

Measure, examine, and test completed units to detect defects and ensure conformance to specifications, using precision instruments such as micrometers.

Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools to perform precision machining operations.

Align and secure holding fixtures, cutting tools, attachments, accessories, and materials onto machines.

Monitor the feed and speed of machines during the machining process.

Study sample parts, blueprints, drawings, and engineering information to determine methods and sequences of operations needed to fabricate products, and determine product dimensions and tolerances.

Select the appropriate tools, machines, and materials to be used in preparation of machinery work.

Lay out, measure, and mark metal stock to display placement of cuts.

Observe and listen to operating machines or equipment to diagnose machine malfunctions and to determine need for adjustments or repairs.

Check work pieces to ensure that they are properly lubricated and cooled.

Maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

Position and fasten work pieces.

Operate equipment to verify operational efficiency.

Clean and lubricate machines, tools, and equipment to remove grease, rust, stains, and foreign matter.

Program computers and electronic instruments such as numerically controlled machine tools.

Set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media.

Confer with engineering, supervisory, and manufacturing personnel to exchange technical information.

Evaluate experimental procedures, and recommend changes or modifications for improved efficiency and adaptability to setup and production.

Design fixtures, tooling, and experimental parts to meet special engineering needs.

Install repaired parts into equipment, or install new equipment.

Advise clients about the materials being used for finished products.

Dismantle machines or equipment, using hand tools and power tools, to examine parts for defects and replace defective parts where needed.

Establish work procedures for fabricating new structural products, using a variety of metalworking machines.

Support metalworking projects from planning and fabrication through assembly, inspection, and testing, using knowledge of machine functions, metal properties and mathematics.

Confer with numerical control programmers to check and ensure that new programs or machinery will function properly, and that output will meet specifications.

Fit and assemble parts to make or repair machine tools.

Prepare working sketches for the illustration of product appearance.

Install experimental parts and assemblies such as hydraulic systems, electrical wiring, lubricants, and batteries into machines and mechanisms.

Set up and operate metalworking, brazing, heat-treating, welding, and cutting equipment.

Test experimental models under simulated operating conditions for such purposes as development, standardization, and feasibility of design.

Department of Technology Electronic Portfolio Guidelines

Prior learning portfolios submitted to the Department of Technology must be submitted electronically. The following guidelines are to be used.

Submission media: CD ROM, flash drive, or e-mail attachment

Files:

A single word-processing file is preferred, but if necessary separate files may be accepted. Please discuss this with the portfolio evaluator.

If multiple files are submitted they must be limited to:

- Microsoft Word for text files containing hyperlinks
- PDF or JPEG for scanned documents.
- Microsoft Excel for spreadsheet files
- JPEG for images unless contained in Word or PDF files

Note: JPEG images must be reduced to an appropriate size and compressed to reduce the file size, but must be clear images.

File names:

If multiple files are submitted, file names are to represent the content of the file but are to be no more than 15 characters plus the extension long. They may contain a number, but cannot begin with a number; and cannot contain spaces. Certain names are required including:

- title.doc
- contents.doc
- resume.doc
- statement.doc
- official transcript1.pdf
- official transcript2.pdf
- competencies.doc
- bibliography.doc

Section links:

All sections of the portfolio must be linked to the table of contents using hyperlinks. Hyperlinks are also to be used to link supporting documents to the occupational or course competencies they support. Return links are to be included in the separate sections to link back to the table of contents and competency list.

Portfolio sections:

See general portfolio guidelines for section details.

- Title page
- Table of contents (index)
- Letter of intent
- Preliminary screening form
- Current resume
- Transcripts
- Personal statement
- Competencies
- Supporting documents
- Bibliography

Individual Course Portfolio Guidelines

The following guidelines are to be used to prepare your portfolio to receive credit for individual courses in the Department of Technology. The portfolio must be a well-written, detailed document that supports your request for credits for the courses. It must provide enough evidence to justify all the credits requested. The portfolio must contain the following sections:

Title page containing your name, address, date of submission, phone number, e-mail Address, and the number and title of the courses you are requesting credit for.

Table of contents: Include a one-page reference to all subsequent sections of your portfolio by page number.

Current résumé: Provide an up-to-date resume including a synopsis of your educational background and work history. Include relevant professional memberships, awards, commendations, publications, licenses, and related experience or achievements.

Transcripts: Submit a current transcript from USM.

Personal statement. Prepare a brief autobiographical personal statement about your work experience, education, and college-level learning competencies. A personal statement is your opportunity to introduce yourself to the evaluator(s). This section should make specific reference to experiences related to the courses that are being considered.

Course description for assessment of individual courses

(each course is to be a separate section): Number, title, description, syllabus and list of the competencies developed in the course.

Documentation: The documentation used as evidence that the course competencies have been achieved through prior experience. In some cases students may be required to actively demonstrate their competency to the reviewing faculty.

Examples of documentation include, but are not limited to:

- Examples of your work
- Annotated bibliography of works you used
- Job descriptions
- Awards, certificates, letters, references, or job verifications
- Licenses granted by state or national agencies
- Scores on licensing exams
- Personnel evaluations
- Memberships in professional trade organizations
- Examples of your work
- Presentations to professional associations
- Documents you have authored
- Key reference materials you use
- Verification of completed course, workshops, seminars, etc.

Portfolios are to be submitted electronically unless an exception is made by the Department using the general electronic format described in this document adapted to individual course submission.

UNDERGRADUATE PORTFOLIO *REGISTRATION FORM*



UNIVERSITY OF
SOUTHERN MAINE
OFFICE FOR PRIOR
LEARNING ASSESSMENT

100 Payson Smith Hall
P.O. Box 9300, 96 Falmouth Street
Portland, Maine 04104-9300
(207) 780-4663 or 1-800-800-4876, x 4663
207) 780-4534 (fax)
www.usm.maine.edu/pla

PLEASE PRINT

With the payment of \$75 Evaluation Fee, and completion of this form, your Academic Portfolio timeline starts now:

Today's date _____ Initials _____

The completion date for your Academic Portfolio is:

Completion date _____ Initials _____

One semester One year

Full Name _____ USM ID# _____ Date of Birth _____

Street address _____

City, State and Zip _____

Day Telephone _____ Evening Telephone _____

E-mail address _____ Fax # _____

Primary reason for Portfolio Assessment:

Pursuing degree at USM Pursuing degree at another institution Earning credits for professional advancement
 Earning credits for teacher certification Other

Type of Credits Requested: General Elective Course Specific Elective Within a Major

Number of credits you plan to attempt: _____

COMPLETE THE INFORMATION REQUESTED HERE:

TITLE(S) OF COURSE(S)
for which credit is requested

CREDIT HOURS REQUESTED

The Chair of the department in which credit is sought has been informed of this portfolio. (No action required.)

SIGNATURE OF THE USM PROFESSOR DOING THE EVALUATION

SIGNATURE OF PROFESSOR

PRINTED NAME

DATE

PLEASE READ THE FOLLOWING AND SIGN BELOW

I understand that it is my responsibility to ensure that the credits I earn through the Academic Portfolio Assessment process are applicable to my degree program, or that they are appropriate for my certificate /license /professional advancement.

I also acknowledge that the information I submit to USM is true and correct. I understand that willful failure to give accurate information is considered adequate grounds for revocation of credits granted and possible future disciplinary action by the university.

YOUR SIGNATURE

PRINTED NAME

DATE