



Texas A&M University-Texarkana
BAAS Program – College of Education and Liberal Arts
AAS 1301 – Prior Learning Assessment Theory and Practice

Course Syllabus

Instructor(s): Lisa Myers: Instructor of Record
Rachael Cherry: Course Administrator

Credits: 3 SCH

Prerequisite(s): Approval from BAAS Coordinator

Time/Date/Location: Online Course (Administered through LearningCounts Learning Management Server (LMS))

Course Delivery: Web-based through LearningCounts

Course Description

AAS 1301 is an 8-week course designed to assist students in identifying areas of learning that may be evaluated for college-level equivalency. The course guides students through the preparation and compilation of all components required for the evaluation of a portfolio or prior learning through LearningCounts, CAEL's NECC approved prior learning assessment program. Students use critical reflection skills to conceptualize the value of prior learning and its implications for future learning. Adult learning theory, models, and concepts are discussed and applied to case studies. The course is graded on a Pass/Fail basis with a minimum of 70% required for successful completion.

Instructor Office Location and Hours:

Office Location: University Center Room 208
Phone: 903-334-6675
E-mail: lisa.myers@tamut.edu
Fax: 903-223-3120

Office Hours:

Monday 2:00 pm – 5:00 pm
Tuesday 2:00 pm – 5:00 pm
Wednesday 10:00 am – 2:00 pm
5:00 – 6:00 pm online

Other times are available by appointment. (Call 903-334-6675 or email Rachael Cherry at rcherry@tamut.edu to schedule appointment.)

Student Learning Outcomes

- Identify and reflect on areas of their own learning from both formal and informal settings;
- Use critical reflection skills to rethink the nature and value of learning from experience;
 - Approach learning with an appropriate balance of practical and theoretical understanding;

- Discuss and apply experiential learning theory, models, and concepts to case studies;
- Generate college-level writing that demonstrates learning; and,
- Identify, organize, and gather documentation in order to build portfolios of prior learning.

Required Items/Materials/Fees

Textbook: *Earn College Credit for What You Know* by Dr. Janet Colvin (2012). Text is made available as a PDF through Blackboard. Payment for textbook will be accepted in the Business Office in person or by mail and must be paid before midterm.

Portfolio Assessment Fee: \$125.00 / Portfolio – due upon submittal of final portfolio. The fee pays the portfolio evaluators for their service and is not covered in regular tuition and fees. No portion of the fee is received by the University. Payment will be accepted in the Business Office in person or by mail.

Items/Materials:

- Access to the Internet and Microsoft Office Suite.
- (for portfolio option students) Each student will submit a printed, professionally-bound copy of the portfolio.
- (for portfolio option students) Each student will submit PDF version of the portfolio and email to instructor by designated due date.

Course Outline:

- Prior Learning Assessment (PLA) Process
 - Introduction to PLA and Adult Learner Profiles
 - Educational Goals and Successful Practices
 - PLA and Coursework Planning
 - CAEL Standards for Assessment of Credit
- Transcripts and Testing
 - Evaluation of Transcripts and Training
 - Credit by Examination
- Portfolio Development
 - Learning Theory and Application
 - Portfolio Planning
 - Research, Organization, and Writing Strategies
 - Writing about Learning
 - Compiling Supporting Documentation and Submitting Portfolio

Activity	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6
	Identify and reflect on areas of their own learning from both formal and informal settings	Use critical reflection skills to rethink the nature and value of learning from experience	Approach learning with an appropriate balance of practical and theoretical understanding	Discuss and apply experiential learning theory, models, and concepts to their own learning experience and professional goals	Generate college-level writing that demonstrates prior learning	Identify, organize, and gather documentation in order to build portfolios of prior learning
Unit One						
Forum 1: Self-Introduction	X					
Writing Assignment: What is PLA?	X	X	X			
Case Study		X		X		X
Learning Inventory I	X					
Unit Two						
Case Study	X	X	X	X		
Learning Inventory II	X	X				X
Learning Reflection Essay	X	X			X	
Unit Three						
Case Study: Bloom's Taxonomy	X		X	X		
Letters of Support						X
Other Supporting Documentation						X
Course Description Search	X	X				X
Unit Four						
Learning Narrative Outline	X	X				
Unit Five						
Learning Narrative (First Draft)	X	X	X		X	
Unit Six						
Case Study		X		X		
Reflecting on Your Learning	X	X			X	
Your LearningCounts.org Portfolio(s)		X				
Learning Narrative (Final Draft)	X	X	X		X	X

University Course Policies

Disability Accommodations: Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Academic Integrity: Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

A&M-Texarkana Email Address: Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Drop Policy: To drop this course after the census date, a student must complete the Drop/Withdrawal Request Form, located on the University website (<http://tamut.edu/Admissions/Enrollment-Services/Registrar/Dropping.html>) or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

Class Participation: Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course.

Students with federal loans and/or grants: Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a

discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

Student Technical Assistance:

- Solutions to common problems and FAQ's for your web-enhanced and web courses are found at this link: <http://www.tamut.edu/Training/Student%20Training/index.html>
- If you cannot find your resolution there, you can send in a support request detailing your specific problem here: <http://www.tamut.edu/techde/support.htm>
- Blackboard Helpdesk contacts (office hours are: Monday - Friday, 8:00a to 5:00p)

Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu

Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu

Jayson Ferguson (alternate) 903-223-3105 jayson.ferguson@tamut.edu

Technical Requirements:

Minimum Windows PC Requirements:

- Pentium IV 1.5GHz+ (preferred: Core Duo)
- 1 GB RAM minimum (preferred: 2 GB)
- 128MB Video Card minimum - Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Windows 2000, XP, Vista or 7
- Web browser (Internet Explorer 7.0+; Firefox 3.0+)
- Microsoft Word, minimum Office 97

Some courses will need plug-ins such as Flash player 10 +, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment (Java 1.6.0_15), Windows Media Player 10+, RealPlayer, and Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running Windows Operating Systems:

- Internet Explorer 8 or 9 (IE is not supported on Windows XP)
- Mozilla Firefox 3.6+
- Google Chrome

Minimum Apple Macintosh Requirements:

- Intel Core 2.0GHz+
- 1 GB RAM (preferred: 2 GB)

- 128MB Video Card minimum - Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Web browser (Firefox 3.0+ ; Safari 3.0+)
- Microsoft Word, minimum Office 97

Some courses will need plug-ins such as Flash player 10+, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment, RealPlayer, and Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running Macintosh Operating Systems:

- Mac OS 10.2 (Jaguar): (Safari 1 is compatible)
- Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible)
- Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5
- Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

I-OS and Android Devices

These devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:



To access Texas A&M University - Texarkana, there is an individual license fee of \$1.99 per year or \$5.99 lifetime. This fee gives you access to the university from all your (same platform) devices; it is not necessary to pay the fee for each device you own.