



## **ACADEMIC PORTFOLIO GUIDELINES**

### **CENTER FOR FURNITURE CRAFTSMANSHIP at ROCKPORT**

All portfolios should be submitted in the form outlined in the Academic Portfolio Assessment Guidelines ([www.usm.maine.edu/pla/portfolio](http://www.usm.maine.edu/pla/portfolio)). Your portfolio will be evaluated by a faculty member from the Art Department at the University of Southern Maine. This evaluation will determine the amount of credit you will earn. Since the experience at the furniture institute occurs in a relatively short time period, the following credits are offered.

#### **FOR ALL STUDENTS:**

- The Prior Learning Assessment Academic Portfolio Evaluation process will be in effect with the ability to earn up to the following number of credits:
  - Twelve-week Session earns up to 6 ART credits at USM.
  - Nine-month Session earns up to 15 ART credits at USM.
  - All shorter sessions can earn up to 3 ART credits at USM – please consult with PLA prior to applying for these credits.
- Fees include a one-time \$75 evaluation fee and \$50 per credit hour.

All of the following aspects of the academic portfolio must be included for review:

- **Title sheet** with description of portfolio contents or a list of attachments
- **Table of Contents**
- **A Current Résumé**
- **Class Syllabus** or equivalent explanation of course content
- An unofficial **Current Transcript** (if available)
- A **Personal Statement** in which you discuss the factors which led you to enroll in the Center and the ways in which this experience will enhance your future career and/or educational goals.
- A **Learning Competencies** section in which you address the following learning outcomes:
  - **Techniques** (list and describe those skills and processes you have learned)
  - **Design** (include your approach to design)
  - **Personal Vocabulary** (include adopted personal and traditional design vocabulary)
- A **Documentation** section in which all photos, digital or traditional, should be included. These photos should cover multi-angles. For each learning competency you discuss, include documentation. Any final certificate or letter of completion proving you have completed the course of study is required before you can earn any university credit.

For any questions or further information, please contact:

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