

PORTFOLIO GUIDELINES - FRENCH

- ◆ Before starting this process, you must meet with:
Joyce Lapping
Director of Prior Learning
249 Luther Bonney Hall
University of Southern Maine
Portland Maine 04104
jlapping@usm.maine.edu

Please make an appointment by calling Kate Mitchell at 780-4663. Do not drop by Professor Lapping's office and expect to talk to her.

After having spoken with Joyce Lapping, please make an appointment to see Professor Lucia di Benedetto (lucia@maine.edu) in Modern Classical Languages and Literature (MCLL).

- ◆ All portfolios should be submitted in the form outlined in the Portfolio Content Guidelines (www.usm.maine.edu/pla/portfolio). Your portfolio will be evaluated by faculty members from the French section of MCLL at the University of Southern Maine. This evaluation will determine the amount of credit you will earn.

- ◆ **Format**

- Write your portfolio in French
- Type, using 12 point font
- Double-space
- Submit a minimum of 5 pages per class for which you would like to receive credits

- ◆ Please state whether you expect to earn French elective credits or French course-specific credit.

- ◆ **All of the following aspects of the portfolio must be included, in this order:**

- (1) Title sheet with a description of contents or list of attachments
- (2) Table of contents
- (3) Current curriculum vitae
- (4) An unofficial current transcript
- (5) For each class for which you would like to receive credit, you must include:
 - (a) A class syllabus or equivalent explanation of the course content
 - (b) A learning competencies section in which you:

- provide a list of the concepts, skills and processes you have mastered.
- address in detail:
 - grammatical or linguistic learning outcomes
 - theoretical or cultural learning outcomes
 - cultural learning outcomes
 - historical learning outcomes
 - Note: These outcomes must be consistent with the expectations for the course for which you are seeking to receive credit.
- provide a statement demonstrating how you believe that you have met these outcomes

(c) Please include all necessary documentation (assignments you have done, term papers, letters of reference, and other documentation.)

For each learning competency you are discussing, documentation must be included. If there is no documentation or inadequate documentation, credit will not be granted.

(6) A personal statement in which you discuss how receiving credit for these course equivalents will enhance your future career and/or educational goals.



For any questions please contact:
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