

## **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.

**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: \_\_\_\_\_

Previous employers in the same 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:

## **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/](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

### **Files:**

Document files included in the portfolio 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:**

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

### **File links:**

All files must be linked to a table of contents (index) page using hyperlinks in Microsoft Word. Hyperlinks are also to be used to link supporting documents to the occupational competencies they support.

### **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

**Folders:**

Portfolio files are to be placed in the following folders:

