

HUNTSVILLE BIBLE COLLEGE



Prior Learning Assessment (PLP) Program For College Credit

*906 Oakwood Avenue
Huntsville, Alabama 35811
256-469-7536
www.hbc1.edu*

Revised 12/2020

INTRODUCTION

College Credit for Work and Life Experience

The College recognizes that many persons seeking admission may have experience through life and work consistent with some particular course objectives and such experiences should be considered concerning the student's educational goal. In recognition of this reality, the College has initiated a program for granting college credit for life experiences and work that can be validated by a prior learning assessment portfolio.

What is Prior Learning Credit?

The College considers prior learning credit to be experiences acquired outside of a college environment and are equivalent to college-level learning. Students can document this type of learning for academic credit. Evidence of this type of learning may include seminars taken, books read, certificates, examinations, job experiences, licenses, papers written, publications, courses taught, ordinations, church ministries directed, and other appropriate materials. Following are the general guidelines for the award of prior learning credits:

- A student must have completed at least 6 credits at HBC before petitioning the College for prior learning credit.
- The petitioning student may receive:
 - up to 6 credits toward a certificate,
 - up to 12 credits toward the Associate of Arts degree, or
 - up to 24 credits toward the Bachelor of Arts degree.
- Tuition for prior learning will be one-third of the amount charged for regular courses.
- The credits will be entered upon the student's transcript and identified as "credit for prior learning" in the transcript notes.

How can a Student apply for Prior Learning College Credit?

To apply or petition the College for credit for prior learning, the student should follow these

steps:

1. Obtain a Prior Learning Petition for Credit form from the Admissions Office, complete, and submit it to the Academic Dean.
2. The Dean will arrange a meeting with the student to discuss his/her eligibility and the specifics of the process.
3. If eligible, the student will be instructed to prepare a learning portfolio with the assistance of a Faculty Advisor, appointed by the Academic Dean.
4. When the student completes the learning portfolio, he/she should submit it to the Academic Dean for review by the Prior Learning Portfolio (PLP) Evaluation Committee. The number of credits awarded to the student will be the decision of the committee. The PLP Evaluation Committee consists of the HBC Academic Dean, one (1) faculty member, and the HBC Admissions Officer.
5. As a part of the evaluation process, the student will appear before the committee for questioning.
6. The Dean will inform the student (in writing) of the PLP Evaluation Committee's decision and the number of credits awarded.

CREATING A PRIOR LEARNING PORTFOLIO

What is a Prior Learning Portfolio?

A prior learning portfolio is a formal document in which students present and substantiate their mastery of the stated course objectives of a Huntsville Bible College course through experiences outside the classroom. The portfolio must provide clear and convincing evidence that the student has achieved the course objectives.

All courses at Huntsville Bible College are based on a set of measurable objectives that translate student outcomes at the end of a course. These objectives provide the foundations for the instructional process for each course. The learning outcomes for the course are described in the College Catalog and outlined in the College course syllabus.

What are some of the Typical Contents of the Prior Learning Portfolio?

The contents of the prior learning portfolio include the following:

- *Title Page* - Title, name, address, phone number, e-mail address, statement of authenticity, and signature (Exhibit A)
- *Goal Statements*- Statement of educational goal and how prior learning assessment relates to student's educational goals and statement of course objectives being petitioned for credit
- *Four-Part Competencies* – Table detailing Prior Learning Credit request including Course Name(s), Course Objective(s), Experiences. Learning from Experience and Documentation (Exhibit B-1 and B2)
- *Index of Supporting Documentation* - Supporting documentation, numbered with captions. Supporting documentation may include, but is not limited to:
 - Letters from supervisors (Exhibit C – sample)
 - Statistics on the number of presentations
 - Books read, books or articles written
 - Text of verbal presentations and copies of PowerPoint presentation
 - Conference or Event Brochures documenting participation
 - Performance evaluation
- *Transcripts and Degree Audit* - Current copies of all students transcripts and HBC Degree Audit to verify non-duplications of course petitioned.

EXHIBITS FOR PRIOR LEARNING PORTFOLIO

EXHIBIT A
*Example Portfolio Cover Sheet and
Statement of Authenticity*

**Portfolio for Prior Learning Assessment Huntsville Bible College
Submitted to the Office of the Dean of Instruction**

Petition for requirements for the Associate of Arts Degree

Date

Student Name
Huntsville Bible College
906 Oakwood Avenue
Huntsville, AL 35811

Student e-mail

Signature and Statement of Authenticity:

I, Student Name, certify that the information in this portfolio and the supporting documentation submitted is true, accurate, and represents my original work.

Signature. _____

Date. _____

Exhibit B-1

Four-Part Competencies

Course Code: ENG 102 Course Name: Public Speaking

Description of Experience	Course Objectives	Learning From Experience	Documentation
Over the course of my professional career and through ministry assignments, I have more than 20 years of public speaking experience	1. Demonstrating speaking and communication skills which may be used in the classroom, in the workplace, and in the community at large.	Presented effectively to the age and experience of the audience. Prepared appropriate handouts and visual aids for the audiences that were attractive, accurate, and free of errors. Paid careful attention to delivery aspects such as eye contact, volume, pauses, facial expressions, tone, rate, and body language. Learned techniques for managing nervousness	1-Letters from supervisors 2-Statistics on presentations 3-Power Point presentations 4-Performance evaluations 5-Recorded presentation
	2. Improving reading skills through the writing process	Organized presentation into an introduction, body, and conclusion.	
	3. Researching material and documenting speeches, using the MLA style before delivering the speech.	Wrote position papers and published articles in professional journals on concerning domestic violence.	1. Copies of Position Paper 2. Copy of published article
	4. Writing delivery forms for each speech.	Made presentations in the four delivery forms: Impromptu Delivery, Extemporaneous Delivery, Manuscript Delivery and Memorized Delivery.	1. Videos clips from various presentations.
	5. Delivering speeches for specific audiences.	Learned how to prepare presentations with the audience in mind. Presentations had to be age appropriate.	Videos clips from various presentations for adults, services provided and children

Exhibit B-2
Four-Part Competencies

Course Code: BM 204 Principles of Accounting

Description of Experience	Course Objective	Learning from Experience	Documentation
Over 15 years experience as a small business bookkeeper. Experience include full responsibility for tracking all business income and expenses, establishing and maintaining financial records and facilitating audit with external auditors.	Demonstrate the complete accounting cycle for a corporation	Utilized Quickbooks to record all income and expenditure. Established chart of accounts	Letter of Employer recommendation
	Demonstrate knowledge of the elements that are included the accounting equation	Applied Generally Accepted Accounting Principals, monthly balance of all ccounts.	Certificate of Small Business Accounting training
	Prepare and analyze the financial statements	Prepared all monthly financial statements, prepared financials for annual audit review. Reported	Sample of Prepared financial reports

EXHIBIT C

Sample Letter of Verification

(Letterhead used)

Dear Portfolio Evaluator,

This letter testifies that Maria Rodriguez was employed at La Familia on a part-time basis from Nov. 2000 to May 2002. I was the coordinator of the grant program and the domestic violence shelter and hired Maria. Maria worked in our shelter and assisted with an educational grant- funded domestic violence prevention programs in the office, in schools, and the community.

During her employment, Maria used strong communication skills in numerous settings. She interacted effectively with our clients on the telephone, in person, and classrooms. Maria used mature judgment in respecting the confidentiality of our clients and listening to their needs to accurately reflect the client's situation on our intake forms. I think one of her strengths was her ability to ask questions and to listen empathically to the answers. Many of our clients came in crises and Maria helped them make the transition. Maria was called on numerous times to provide translation for our Spanish-speaking clients. She adapted well to stressful situations. Maria gave a presentation to our grant committee, which was well received.

Maria also learned to overcome her shyness in public speaking by providing training in the classroom to children and parents. She was able to adapt her language and visual aids to both groups effectively. Maria's dedication to raising her children gave her the ability to relate well to other parents and children at the shelter. On her performance evaluation, Maria's communication skills were ranked high (4.5 out of possible 5).

I wish Maria all the best in her educational endeavors. Please feel free to contact me for more information.

Sincerely,

[Name of supervisor, title, address, e-mail address, phone number]