

Andrews University Portfolio Assessment Rubric

Student's Name: _____ AU ID: _____ Email Address: _____

Course Abbreviation, Number & Title: _____ Number of Credits: _____

A. PORTFOLIO PRESENTATION (QUALITY)	EVALUATION
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ITEM	TARGET				
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	<ul style="list-style-type: none"> The student section of the email portfolio form (email the <u>Prior Learning Director</u> for this) is complete. The student's resume includes education, employment, and service experience and other pertinent information. The syllabus referenced and all supporting documents referenced in the learning narrative are saved to a google folder shared with the <u>Prior Learning Director</u> and the faculty evaluator (email to be provided by the Prior Learning Director). The learning narrative demonstrates learning aligned with each of the student learning outcomes in the syllabus. Guidelines in the learning narrative checklist for format and quality of work were followed. 	Exceeds requirements	Meets requirements	Partially meets requirements	Does not meet requirements
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1. Learning narrative quality	Portfolio presentation reflects the standards in the <u>learning narrative checklist</u> (on reverse).	4	3	2	1
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B. SOURCES OF LEARNING (EXPERIENCES)	
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1. Documentation and description of learning.	Sources adequately document learning pertinent to course objectives, and are effectively discussed in the essay.	4	3	2	1
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C. EVIDENCE OF LEARNING (COMPETENCIES)	
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2. Evidence aligned with specific course outcomes.	Student provides adequate and appropriate evidence of each learning outcome listed in the course syllabus.	4	3	2	1
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3. Evidence aligned with personal experience.	The learning narrative clearly describes learning that arose from the student's experience or represents the student's personal study of the topic.	4	3	2	1
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4. Evidence aligned with academic theory.	Use of academic theory in essay demonstrates student's learning is grounded in the academic frameworks of the topic. Learning matches at least 75% of course objectives/outcomes.	4	3	2	1
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EVALUATION. Read the learning narrative. Examine artifacts. Assess outcomes. Circle score for each section. Sum the scores here: ____ A pass is 15 or higher.

COMMENTS. Add 2-3 sentences of feedback on the quality of the learning narrative and documentation reviewed.

Faculty Evaluator Name: _____ Signature: _____ Waive Only ___ or Number of Credits: _____

Learning Narrative Checklist

1. Did the introduction present the course and key learnings you will be addressing in one to three paragraphs?
2. Are key concepts discussed in sufficient depth and breadth in well-formed paragraphs in the narrative body?
3. Did the conclusion summarize the significance of learning aligned to each course outcome?
4. Is the essay clearly organized, addressing each learning outcome in the order presented in the latest syllabus?
5. Is the narrative typed on 5-10 double-spaced pages, with page numbers, in 12 Times New Roman or Arial font?
6. Did each paragraph have a topic sentence followed by sentences that support LEARNING through experiences on that topic?
7. Did you reflect on HOW you know you learned something? on how you USED this learning? and the most valuable INSIGHTS gained from this learning?
8. Did you describe HOW, WHERE, WHAT and WHY you learned the course outcomes?
9. Did you use key words, concepts, or vocabulary appropriate to this course?
10. Did you apply principles, theories, guidelines, or concepts that you learned from your experience, relevant to the course outcomes?
11. Did you describe how this learning has been applied to work, family, volunteer and other areas of your life?
12. Did you cite learning from books or additional reading that may be relevant? Reviewing a copy of the current textbook may be helpful?
13. Did you cite and explain how your selection of supporting artifacts provide evidence for achieving the learning outcomes?
14. Did you use APA style for in-text citations and a reference list? (Recommend Tool: Owl Purdue APA Guide)
15. Is your final edited version free of punctuation, spelling, capitalization errors? Did you use spell check? Did a trusted friend provide feedback?
16. Are all artifacts saved in a google folder on your Andrews account, along with the learning narrative?

Portfolio Assessment Steps

1. Get approval to prepare a portfolio from your academic advisor.
2. Use the learning narrative checklist (above) to prepare the portfolio.
3. Share the portfolio google folder with the Dr Glynis Bradfield, the [Prior Learning Director](#).
4. Email the Prior Learning Director to request an appointment to review the portfolio.
5. Make improvements based on the feedback from the portfolio review appointment.
6. Notify the Prior Learning Director when the portfolio is ready for assesment.
7. The Prior Learning Director arranges for review by a faculty evaluator within 30 days.

Portfolio Grading

1. Faculty evaluate your portfolio using a portfolio assessment rubric (copy online at link below).
2. A pass/fail grade is assigned by a faculty evaluator. Failing grades are not recorded.
3. A pass is given for work demonstrating learning of outcomes at a C level or higher.
4. Portfolios with passing grades are reviewed and approved by the Dean of the School.
5. If failed, the evaluator may provide feedback with the option to resubmit once.
6. A passing grade will be a part of your permanent transcript with a code denoting credit through assessment.

Learn More

Online: www.andrews.edu/distance/students/pla/portfolios.html

Email: Prior Learning Coordinator glynisb@andrews.edu or call: 269-471-3432