

Checklist for Prior Learning Assessment Portfolio
Idaho State University

- _____ 1. Portfolio Cover Form, with all required signatures, submitted in hard copy to the PLA Coordinator
- _____ 2. Table of contents with page numbering
- _____ 3. Resume (The ISU Career Center offers resume writing workshops, online tutorials, and handouts)
- _____ 4. General essay stating background; personal/education/career goals; plans for attaining goals and explanation of how prior learning credit applies to achievement of goals
- _____ 5. Chronological record showing significant experiences to be considered in assessment of prior learning for credit
- _____ 6. Detailed description of experiences to be considered, tasks performed, and time involved
- _____ 7. Detailed description of course learning outcomes and explanation of how the student's experiences meet these learning outcomes. Course learning outcomes can be obtained from the student's department or program.
- _____ 8. Documentation to verify the nature of the experiences, to verify the quality of student performance, and to verify the nature of the learning outcomes being claimed
- _____ 9. Items 2-8 compiled into a single PDF document and submitted to the PLA Coordinator in the Student Opportunity Development Office