



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experiential Learning Portfolio for 10105115 Professional Profile

Student Contact Information:

Name: _____ Student ID# _____

Email: _____ Phone: _____

It is highly recommended that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
 - What did you learn?
 - How did you learn through your experience?
 - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
 - Label artifacts as noted in the competency
 - Scan paper artifacts
 - Provide links to video artifacts
 - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive “Met” on 5 of the 6 competencies.

10105115 Professional Profile, 1 Associate Degree Credit

Course Description: The purpose of this course is to strengthen the professional image. Students begin to develop self-awareness of elements affecting their personal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Establish personal and career goals with positive attitudes toward work relations
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Criteria: Performance will be satisfactory when:

- learner defines personal goals and develops a list of those goals
- learner expresses ideas in discussion cogizantly using the list of defined goals

Learning Objectives:

- a. Identify a minimum of three personal and three professional goals
- b. Develop a plan for achieving defined goals

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Apply time management principles

Criteria: Performance will be satisfactory when:

- learner develops a "to do" list daily, based on priority
- learner applies time management principles to assigned class project

Learning Objectives:

- a. Define techniques for managing professional and personal time
- b. Discuss results received by practicing defined techniques

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Develop recognition of how one's values and ethics affect the workplace

Criteria: Performance will be satisfactory when:

- learner clarifies values relative to ethics in chosen profession environment in list format
- learner prepares list of clarified values
- learner makes appropriate decision in theoretical situations in large group discussions
- learner records personal values by journaling

Learning Objectives:

- a. Define personal values by means of the valuing process
- b. Identify personal concerns of the workplace in the process of assessing business and personal problems and their solutions based on clarified values

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Develop professional attitudes through appropriate dress, grooming, and social behavior

Criteria: Performance will be satisfactory when:

- learner develops a wardrobe inventory and plan for purchase of new items for wardrobe
- learner exhibits appropriate social and business etiquette
- learner journalizes a list of personal hygiene activities currently practiced as well as those which need improvement
- learner describes personal grooming and hygiene that need improvement

Learning Objectives:

- a. Discuss wardrobe needs appropriate for possible employment
- b. Select wardrobe purchases needed after conducting a wardrobe inventory
- c. Discuss important personal hygiene habits as dictated by societal norms
- d. Discuss expected social and business etiquette behaviors

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Establish personal plan of financial management

Criteria: Performance will be satisfactory when:

- learner prepares proposed budget for use after beginning employment
- learner identifies two options for saving money as part of financial management

Learning Objectives:

- a. Identify expenditures required for living independently
- b. Identify spending decisions which impact future financial security
- c. Classify required expenses and optional expenses based on income and needs

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Develop behaviors and practices which promote personal health, stress management, and well-being

Criteria: Performance will be satisfactory when:

- learner develops a list of a minimum of five personal health concerns
- learner submits plan for managing the five defined health concerns

Learning Objectives:

- a. Explain consequences of the use of harmful chemicals such as alcohol, tobacco, and drugs
- b. Practice good eating and hygiene habits
- c. Integrate healthy practices into personal lifestyle

Required Artifacts: None

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

