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**Instructor Contact Information:**

Appropriate Professor to Topic

**EMP 870: PRIOR LEARNING PORTFOLIO (3 credits)**

**Prior Learning Assessment:**

Some students may have appropriate college level learning from prior non-college training, unaccredited college studies, independent learning and professional training. If these elements of prior learning are determined to satisfy the learning objectives for any course the students may qualify for equivalency credit toward their degree and the study requirements for the related courses would be waived. Prior Learning is eligible for credit equivalency evaluation through formal portfolio assessments and course challenge examinations. However, credit from prior learning assessment is limited and must compare to the specialized courses in the Energy Medicine program. Students should carefully review the opportunities for prior learning assessment with the Dean of Students. The final acceptance of prior learning is reviewed by the Dean of Students.

Many students enter university having already undertaken life work experience in holistic health and have an extensive range of skills and knowledge derived from a variety of professional, vocational, community, and related trainings. A wide range of prior trainings could provide appropriate learning opportunities, although it is the ability to state and demonstrate your learning, rather than simply having had the experience that is the basis for credit. A student's achievement must be at the same level as the learning of the University program of study.

This portfolio course presents students with the opportunity to have this prior learning counted as part of their program.

**Course Instructor**

The Dean of Students office directs the portfolio to the faculty member most qualified to evaluate the particular learning component contained in the portfolio. The member of the department's faculty whose experience most closely matches the learning component is the most appropriate evaluator.

The faculty member assesses the portfolio for appropriate documentation, credible learning, degree and level of competence, credit equivalency, a determination of subject matter area, level of learning, and if the full three (3) semester credits is to be awarded.

## EMU Prior Learning Portfolio Requirements

For a Prior Learning course to be considered for 3 credits toward an EMU degree the requirements are:

- The Prior Learning course must have an equivalent EMU course.
- Prior Learning courses must be written into the student Program Plan during the Program Planning course at the 1st semester. After PP course is complete the student cannot request any additional submissions for PLP considerations.
- The EMU Prior Learning Portfolio course is a 5 month one-semester course with \$1200 tuition cost.
- The course is under the instruction of the EMU professor who teaches that equivalent course.
- The PL course that the student completed and submits for consideration must have equaled 3 credits of educational hours which are 135 training hours.
- Credit must not have been used toward any other degree.
- PL is not "Life Experience" i.e. *Creation of a business in Holistic Health, Therapeutic Health Counseling, authoring a book on a Holistic Health topic, teaching Holistic Health courses or presenting seminars.*
- Student must submit a certificate of completion, transcript or other completion document from a verifiable training course or program that is related to the equivalent EMU course to which the student is requesting credit.
- The professor of the EMU equivalent course must approve all certifications as valid and in coherence with the EMU course that s/he teaches.
- The student submits a scholarly paper, as noted in the syllabus, pertaining to the PL course and responding to the requirements of the EMU professors.
- The student follows all other directions within the PLP syllabus.

The portfolio should demonstrate the student's learning in such a way that it can be related to learning outcomes, which would be expected in the University course in the related subject area. The portfolio is analogous to records, which show classroom students' attendance, participation, reading assignments, and understanding gained from the course. The student's narration should give an overview of the learning outcomes gained from prior learning and relate the circumstances of the learning. The documentation included should provide evidence of the learning in the form of certificates, reference letters, actual documents or products that the student created.

Amount of time spent in a job or with an organization can be included in the narrative, *but time of experience does not count towards measurable outcome of credit value.* Grading in traditional courses is not based on time spent in class or having opportunities to learn. It is learning that is being assessed, not experience, and it is the student's responsibility to convey this learning or competency and not just reiterate the experience from which the learning is drawn. The university level learning itself must be the basis for any award of credit.

### **Final evaluation of the Prior Learning**

The Dean of Students will be responsible for final evaluation of the prior learning and shall prepare a written report that includes all of the following:

- Documents in the student's record on which the determination of prior learning was made
- The basis for determining that the prior experience is equivalent to university level learning, and demonstrates a balance between theory and practice
- The basis for determining the university level the experience is equivalent and the proper number of credits to be awarded toward the degree for that experience.

### **Program Schedule:**

Each 3 credit prior learning equivalency is incorporated into the student program schedule with the equivalent University course in brackets.

Example: EMP 770: Prior Learning Portfolio [EMP 736: Functional Medicine].

### **Instructor:**

An Energy Medicine University faculty professor will be assigned as your instructor.

### **Communicating With Instructor**

**Telephone Contact:** Students should arrange all telephone communications with the instructor by email beforehand. An initial phone contact to clarify course objectives and develop a schedule should be made prior to beginning the course. This contact should be scheduled within the first few weeks of commencement of the semester. After this, periodic telephone communication can be arranged with instructor. All telephone calls will be at student's expense.

**Email Contact:** Reflection on and questions about the Portfolio materials should be addressed via email monthly or as needed. Students are always encouraged to contact the instructor via email whenever a problem arises.

- All lessons, coursework and papers must be copied to from both the student and professor [lessons@energymedicineuniversity.org](mailto:lessons@energymedicineuniversity.org)

## **Prior Learning Portfolio Credit Limit:**

### **Doctoral Degree Program - 9 credits maximum**

#### **Portfolio Assessment**

The types of prior learning eligible for portfolio assessments include, continuing education, employment training, training conferences, seminars and workshops, and preparation for licenses, registrations and certifications. Portfolio materials are needed relative to each learning objective for each course involved with portfolio assessment. Credit is awarded only when copies of official documents and signed references and affidavits are available. These materials must be placed within the Bound Portfolio.

The portfolio assessment is a detailed evaluation of a student's prior learning in any defined area, including the gathering together of authentic documents to validate or demonstrate advanced level learning. The instructor will guide the students in the presentation and documentation of those experiences, as a prerequisite for the recommendation of college credit. To be awarded credit, all prior learning must fulfill the major elements of the course objectives listed in the course syllabus and reflect the appropriate level of academic learning. Duplicate credit may not be awarded. Each course approved for portfolio assessment is evaluated separately and is assigned for review by the most appropriate member of the University faculty.

#### **Bound Portfolio**

The instructor will direct students to prepare formal written narrative presentations of their prior learning which address all course objectives these written presentations are placed within the Bound Portfolio. Students will be required to attach copies of the necessary documentation, affidavits and a student narrative, which compares the prior learning experiences to the course objectives. The final portfolio must be bound in some manner (spiral, folder, binder) and submitted as a single document to both the Professor of the course and EMU administrative office.

The portfolio document must allow a detailed formal evaluation to be made of the prior learning. While the portfolio document must include authentic documentation, the more important element is the student's narrative, which summarizes and discusses the knowledge, skills and competencies acquired in the professional trainings, or through non-college training. Portfolios are allowed in all academic fields and are usually designed to permit the student to demonstrate higher levels of cognition where they have used the subject matter to address real world situations in a creative manner. Permission to submit a portfolio for assessment is requested by the student during the Program Planning course. No other requests for Prior Learning will be accepted after the student completes the Program Planning course.

Students who successfully pass course portfolio assessments have the study requirements waived for the courses in question, the courses are deemed complete and the specified credits are awarded on the student's permanent record. If a student is unsuccessful at

passing the portfolio assessment, the instructor will assign additional text and journal readings and other exploratory activities in order to prepare the student for an additional course assessment. After successfully completing these additional assignments and assessments, course credit will be granted.

**Text:**

Martin Kimeldorf. *Portfolio Power, The Creative Way To Showcase Your Job Skills And Experience*. (E-Book) Publisher: SearchInc, 2003.

Note: Other texts relevant to the student's specialty module will be assigned by the instructor.

**Grading:**

Any course requirements met by portfolio are issued a grade. It should be indicated on the grade report form that the course was completed by portfolio.

Course grades are based on the following elements of a student's participation and accomplishment.

In determining grades the following formula will be used:

Reading required texts – 10%  
Email and Internet Discussions – 25%  
Bound Portfolio – 40%  
Essay or Oral examination – 25%

Using this technique, there will be 100 points assigned to the course. Final semester grades will be calculated as follows:

92-100 points = A range  
86-91 points = B range  
80-85 points = C range  
70-80 points = D range  
Under 70 points = F

**Credits:**

This course awards 3 semester credits.