

ADP 301 – Adult Degree Program Theory and Practice

3 Semester Hours
Athens State University

COURSE FORMAT: Online

INSTRUCTOR: Felicia Mucci

OFFICE LOCATION/TELEPHONE/E-MAIL ADDRESS:

Office Location: Chasteen Hall

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OFFICE HOURS: Monday – Friday 8:30 am – 4:30 pm

PREREQUISITES: Admission to the Adult Degree Program and successful completion of English Composition I and II or equivalency from an accredited institution

REQUIRED TEXTS:

Earn College Credit for What You Know, 5th edition, Janet Colvin, ISBN 978-0-7575-9691-9

COURSE DESCRIPTION:

This course will focus on academic and personal issues unique to adult re-entry students, with emphasis on the university services available to nontraditional students. It will also provide students information regarding the concept of prior learning assessment and how to effectively document prior learning gained from work-place experience, training programs, military training, and certification programs.

ADDITIONAL COURSE INFORMATION:

This is a required course for any student enrolled in the Adult Degree Program at Athens State University and should be taken during the first semester of enrollment. Students will participate in hands-on activities to help them explore their learning styles, develop effective time management skills, and map out strategies of support and resources to assist them in reaching their academic goals. This course will guide students through the preparation and compilation of all components required for the evaluation of prior learning through the development of a professional portfolio.

COURSE OBJECTIVES AND/OR GOALS:

The course will assist students in a self-assessment of prior learning. The objectives of this course are for students to:

1. Develop an understanding of prior learning assessment and the process for documenting learning gained from non-traditional experiences
2. Identify appropriate standards to judge past learning

3. Identify the four cycles of Kolb's Experiential Learning Cycle
4. Prepare an inventory of prior learning that identifies and categorizes that learning
5. Use critical reflection skills to rethink the nature and value of learning from experience
6. Identify opportunities to petition for prior learning and utilize appropriate guides for credit awards
7. Secure documentation of prior learning and examples of learning application
8. Organize documentation into prior learning categories
9. Generate college-level writing that demonstrates learning
10. Develop a professional portfolio
11. Develop an academic plan for the completion of B.S. degree
12. Develop a plan for ongoing career development and lifelong learning

COURSE REQUIREMENTS

To prepare students to attain the desired outcomes, the course requirements are designed to meet the goals set.

1. *Demonstrate understanding of prior learning assessment.* Students will be required to read text chapters, pass tests that cover the fundamentals of experiential learning and prior learning assessment, and participate in discussions regarding these topics.
2. *Demonstrate an understanding of theoretical underpinnings of prior learning assessment.* Students will be required to read and understand Kolb's experiential learning cycle and Bloom's Taxonomy of Learning Model and apply these principles to sample student work as well as their own.
3. *Demonstrate the ability to prepare an inventory of prior learning and organize it in areas of specialization categories related to their degree majors and minors.* Students will develop a comprehensive inventory of their areas of expertise along with a professional resume.
4. *Demonstrate their ability to identify opportunities to petition for prior learning and utilize appropriate guides for credit awards.* Students will use their prior learning autobiography to identify specific opportunities to earn credit for prior learning and they will be required to research appropriate national guides to identify potential credit hour awards.
5. *Provide documentation of prior learning and examples of learning application.* Students will provide documentation of prior learning and examples of the application of that learning via documentation such as data base designs, website designs, projects managed.
6. *Demonstrate ability to organize documentation into specialized areas related to a degree and the ability to produce college-level writing.* Students will demonstrate their ability to organize documentation materials and be able to effectively communicate in writing what they learned and how they applied that learning through discussion board and weekly assignment activities.
7. *Demonstrate their ability to prepare the appropriate documentation for application for PLA.* Students will demonstrate their ability to document prior learning through the development of a professional portfolio.
8. *Develop an academic plan for the completion of their B.S. degree.* In partnership with ADP personnel, the student will utilize university resources to map out a reasonable strategy that includes all required coursework for the timely completion of their B.S. degree at ASU.
9. *Develop a plan for career development using critical thinking and decision-making skills.* Students will be required to analyze strengths and weaknesses and opportunities for growth through the development of a strategic plan for personal career development.

OUTCOMES ASSESSMENT

Students completing the Prior Learning Assessment course will possess the following skills and competencies:

1. Demonstrated understanding of prior learning assessment (PLA)
2. Demonstrated understanding of the theoretical underpinnings of PLA in understanding the combined Kolb and Bloom Model
3. Demonstrated ability to prepare an inventory of prior learning that identifies and categorizes that learning
4. Demonstrated ability to identify opportunities to petition for prior learning
5. Demonstrated ability to effectively apply critical thinking skills to analyze appropriate guides for non-traditional credit
6. Demonstrated ability to secure documentation of prior learning and examples of the application of that learning
7. Demonstrated ability to organize documentation into areas of specialization categories
8. Demonstrated ability to prepare appropriate documentation for application of PLA
9. Demonstrated proficiency in college-level writing and communication

COURSE ASSIGNMENTS & GRADING

Assignments

- Complete SmarterMeasure DL Readiness Assessment
- Time Management Assessment
- Create Educational Goals Statement
- Review Advising Degree Plan to make sure the degree listed is correct, all transfer credits have been added, and to develop a plan for completing all required courses.
- Develop/Update Professional Resume
- Review the 10 Standards CAEL has established for assessing learning and evaluate a Case Study
- Experiential Learning
- Determining Roles and Responsibilities
- Questions for Learning Autobiography
- Prior Learning Inventory
- Develop Prior Learning Narrative for professional portfolio
- Review components of portfolio, identify types of documentation that can be used in a portfolio, and draft a sample Cover Letter with areas of competency for professional portfolio
- Develop a Professional Development plan

Grading

Discussion Board Postings (10 x 6 points each).....	60 points
SmarterMeasure DL Readiness Assessment.....	50 points
Time Management Activity	75 points
Educational Goals Statement	75 points
Review of Advising Degree Plan.....	25 points
Professional Resume.....	100 points
Case Study	50 points

Experiential Learning Activity	50 points
Roles & Responsibilities Activity.....	25 points
Questions for Learning Autobiography	75 points
Prior Learning Inventory.....	150 points
Prior Learning Narrative.....	150 points
Sample Portfolio Assignment.....	50 points
Professional Development Plan	65 points
Total	1000 points

1000 – 900 points = A

899 – 800 points = B

799 – 700 points = C

*Students must achieve a minimum grade of C to continue in the Adult Degree Program

EVALUATION/GRADING POLICY:

Per Athens State University 2003-2005 catalog, letter grades of “A”, “B”, or “C” represent levels of accomplishment sufficient to allow students to make satisfactory progress toward graduation. “D” level work is considered inferior and the minimum-level accomplishment that will allow the students to continue their studies at Athens State University. A grade of “F” is assigned to the student who (1) fails to meet minimum course requirements, or (2) voluntarily discontinues class attendance without officially withdrawing. A grade of “W” will be assigned to a student who officially withdraws during the first nine (9) weeks of the semester. Starting with the tenth week, a “W” can be assigned only with the permission of the instructor. After the final exam is given, a “W” cannot be assigned. Absence from class does not constitute an official withdrawal. A “W” cannot be changed to a grade, nor can a grade be changed to a “W”. A student not following these procedures will receive the grade of “F.” Withdrawal from classes is not complete until the student has been cleared through the Office of Admissions. Students should retain the official withdrawal form once approved through Admissions. Special regulations pertain to those receiving veterans’ benefits or financial aid, and those individuals should confer with the Coordinator of Veterans’ Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. Specific dates for withdrawal will be included in the schedule each semester. A grade of “I” (incomplete) will be given only under extenuating circumstances. If an “incomplete” is given, the time allotted a student to complete the course is at the discretion of the instructor; however, a student receiving an “I” in any semester should be aware that the “I” must be completed before the end of the next semester or the “I” automatically becomes an “F” unless extended by the instructor. For the purpose of computation “I” is always evaluated as “F” until a grade change is made.

COURSE ORGANIZATION

Announcements

The latest and most important information is posted in Announcements. New announcements will be posted when new information has been added or something has changed in the course.

Handouts & Links	The Course Syllabus, Weekly Assignment Schedule, and other important information that you will need for this course can be found here. Always follow the Weekly Assignment Schedule to know when your assignments and Discussions are due.
Submit Homework Here	Assignments listed on the Weekly Assignment Schedule should be submitted here.
Discussions	There will be 10 Discussion Posts required for the class. The due date and topic are listed on the Weekly Assignment Schedule.
Discussion Board:	Is available for introductions, discussions on course materials or life experience discussions and for discussions on the major class project.

ATTENDANCE/ASSIGNMENT POLICY:

Per Athens State University catalog, it is accepted academic philosophy that sustained class attendance is essential to the overall educational value of a course of study in higher education. In order to achieve maximum benefit from educational activities, Athens State University expects regular class attendance from all students. Those students receiving veterans' benefits are required to attend classes according to the regulations of the Veterans Administration. The standards of performance to be met by each student, including specific attendance regulations for each course, will be set by each faculty member for his or her own course. For traditional classes (non-distance learning), you are allowed to miss up to 3 classes or its hourly equivalent before it is suggested you drop. In the event of a necessary absence, the student is responsible for obtaining information relative to the class missed and related assignments given. If a test is missed, the student should arrange to take the test during the same week as the scheduled test. As a courtesy to the instructor and fellow students, please be on time! If a student must leave class early, arrangements must be made with the instructor. Regular tardiness as well as excessive absences will be noted. A student's performance in relation to the established standards and class attendance regulations shall determine the student's grade in a course.

DISABILITY ACCOMMODATION STATEMENT:

Accessibility Services is the central contact point for Athens State students with disabilities. The goal of Accessibility Services is to ensure that University programs and services are accessible to qualified students with disabilities. Accessibility Services works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility and self-advocacy.

It is the student's responsibility to self-disclose their disability, provide adequate documentation, and to request academic accommodations/services from Accessibility Services. Accommodations cannot be provided retroactively. Each semester, the student must notify Accessibility Services requesting accommodations. For questions regarding services for students with disabilities, contact Juliana Cislo, Accessibility Services Specialist: (phone) 256-233-8143; (email) Juliana.Cislo@athens.edu. Students

may also visit the Accessibility Services webpage at <http://www.athens.edu/accessibility-services/>. Accessibility Services is located in the Sandridge Student Center, Room 122.

ACADEMIC MISCONDUCT:

All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, and abetting any of the above. Academic misconduct represents unethical behavior unbecoming to college students. Therefore, there is no tolerance of such behavior. Academic misconduct may result in a failing grade for the course.

LIBRARY RESOURCES:

The University Library provides a number of online periodical databases for student research use. ABI/Inform, Business Source Premier, General Business File ASAP, and Business & Company Resource Center are searchable indexes that provide access to the full text of more than 1200 business journals and newspapers. In addition, Business & Company Resource Center includes company profiles, financial data, historical information, rankings, investment information, and other data on thousands of companies and industries, and Business Source Premier includes company profiles with SWOT analyses, detailed information on companies is also available from both Hoover's Online and Mergent Online. Both of these provide current and historical financial data as well as information on products, executives, subsidiaries, etc. All these resources can be accessed directly from any networked computer on campus, or from off-campus by logging in using the on-screen instructions.

COUNSELING SERVICES:

If you are a student struggling with academic or personal issues, the University offers a licensed professional counselor on campus to assist you. Please contact Lisa Philippart LPC, Personal Counseling Services: (phone) 256-233-8144; (email) Lisa.Philippart@athens.edu. She is available for appointments on Tuesdays and Wednesdays between 8am and 5pm. Her office is located in Waters Hall, Room S103D.

BLACKBOARD INFORMATION:

System requirements
System requirements for Blackboard are located on the Athens State website: https://athensstateuniversity.zendesk.com/hc/en-us/articles/203414373