



Name: _____ Email: _____ MGA ID: _____

Course Number
improvements needed prior to resubmission.

(add sheet if needed)

(check 1)

___ Pass. Score on rubric.

___ Fail, resubmission recommended*

___ Fail, resubmission not recommended

*Resubmission, if chosen, is due within 30 days

(in order)	
Faculty Assessor	Date

Department Chair	

1. cover includes title (Prior Learning Assessment Portfolio), student name, ID, course number and title, number of credit, and date of application.
2. Syllabus of course for which credit is requested; if no MGA course available, include outcomes with citation from another university, with portfolio advisor approval
3. Resume including education, employment, service experience and other current information pertinent to this portfolio application
4. Reflective essay, demonstrating learning aligned to the course objectives, meets these standards:
 - a. Introduction presents the essay topic and content effectively.
 - b. Appropriate depth and breadth of integration of key concepts evident
 - c. Conclusion summarizes main points and states the significance of the learning aligned with course objectives.
 - d. The essay is well-organized, uses adequate subheadings clearly aligned with competencies, and progresses in logical, convincing order.
 - e. Virtually free of punctuation, spelling, capitalization errors; effective word usage.
 - f. In-text citations and the end-of-text reference list are complete, and correctly use the department-approved style.
5. Index of documents included, listing all evidence in order referred to in the essay
6. Documentation of experience (one or more sources for each objective) referred to in the reflective essay, as evidence of prior learning.
7. Professionally presented, complete, and clear.
8. The completed and signed PLA portfolio application form.

