

**Portfolio Learning - PORT 090**  
Access Education/Upgrading for Academic and Career Entry Program

**Course Outline**

**COURSE IMPLEMENTATION DATE:** May 2013  
**OUTLINE EFFECTIVE DATE:** April 2020  
**COURSE OUTLINE REVIEW DATE:** September 2025

**GENERAL COURSE DESCRIPTION:**

Portfolio Learning 090 provides an opportunity for students with near complete or complete and comprehensive portfolios to engage with faculty for a review of their work. Students will be granted credit for past and current personal knowledge, skills, and abilities. Creating a portfolio is an in-depth process; students will need to identify and document significant experiences, reflecting on the learning that resulted from these experiences, establishing educational, career or personal goals, and submitting all work in a well-organized and clearly presented format.

**Program Information:** This course can be used toward a BC Adult Graduation Diploma.

**Delivery:** Students will meet with the Upgrading for Academic and Career Entry Coordinator, or Upgrading for Academic and Career Entry Instructor/Education Advisor who will coordinate the portfolio review process.

**ABE Credits:** 3

**Hours for this course:** Evidence of learning equivalent to 90 hours

**Typical Structure of Instructional Hours:**

Instructional Activity	Duration
Lecture Hours	N/A
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	90
<b>Total</b>	90

**Practicum Hours (if applicable):**

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	
<b>Total</b>	N/A

**Other Contact Hours:**

- Presentation of the portfolio

**Course Outline Author or Contact:**

Sharon Richardson, M.A., B.Ed., B.A., NAID

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Signature

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**APPROVAL SIGNATURES:**

Department Head

Joy Brown

E-mail: [jbrown3@cotr.bc.ca](mailto:jbrown3@cotr.bc.ca)

Dean of Trades and Technology

Dr. Jack Moes

E-mail: [jmoes@cotr.bc.ca](mailto:jmoes@cotr.bc.ca)

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Department Head Signature

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Dean Signature

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Valid from: April 2020 – September 2025

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** Instructor permission

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

Yes  No

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

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**Textbooks and Required Resources:**

Not applicable

*Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.*

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## LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- establish the goals and overall purpose of the portfolio
- identify the intended audience of the portfolio
- choose type of portfolio
- identify a variety of contexts where learning occurred i.e. education, training, employment, projects, community service, hobbies, accomplishments and activities
- gather and organize documents with significant learning experiences
- assess learning that resulted from these experiences
- identify and justify skills transferable to portfolio purpose
- emphasize strengths to be used toward portfolio
- reorganize skills by theme
- formulate portfolio skill themes
- select items that best provide evidence of strengths and accomplishments toward portfolio purpose
- assemble portfolio
- celebrate completion of portfolio and share with others
- describe transferable skills and strengths
- present the portfolio

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## COURSE TOPICS:

Content will vary, depending on individual student experiences.

1. **Career Portfolio** –This type of portfolio can help take an inventory with a job-related goal. Some examples include searching for a job, identifying new career options and choices, or recognizing a need or desire for further learning.

OR

2. **Subject-specific Portfolio** –This portfolio can help showcase strengths in a specific area of competency. Some examples include photography, art, music, storytelling, parenting, addictions recovery, and cultural engagement. It can also help identify an area for continued learning.

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## EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Evaluation of portfolio for evidence of learning	100%

All students will participate in an interview with a faculty member, either face to face or by phone to discuss their evidence of learning. The faculty member will assign a grade, based on the following rubric:

**Portfolio Evaluation Rubric:**

	<b>Expectations</b>	<b>Grading</b>
<b>Evidence</b>	<p><b>The portfolio contains a wide variety of evidence and normally includes the following:</b></p> <ul style="list-style-type: none"> <li>• Resume</li> <li>• Letters of Reference</li> <li>• Transcripts</li> <li>• Certificates</li> <li>• Life History</li> <li>• Particular artifacts of a discipline</li> </ul>	<p>Excellent - 3 Satisfactory - 2 Not Acceptable -0</p>
<b>Reflection</b>	<p><b>The portfolio includes extensive reflective statements which clearly:</b></p> <ul style="list-style-type: none"> <li>• Explain the significance of artifacts.</li> <li>• Identify personal learning and growth</li> <li>• Identify education, career and personal goals</li> </ul>	<p>Excellent - 3 Satisfactory - 2 Not Acceptable -0</p>
<b>Presentation</b>	<p><b>The portfolio:</b></p> <ul style="list-style-type: none"> <li>• Format may vary and will reflect the individual's creativity and experiences</li> <li>• Has a clear sense of organization</li> <li>• Is easy to read and understand</li> <li>• Demonstrates the ability to clearly link the evidence with the reflective components</li> <li>• Demonstrates the individual's ability to write clearly and correctly.</li> </ul>	<p>Excellent - 3 Satisfactory - 2 Not Acceptable -0</p>
<b>Total</b>	<p>To complete the course and obtain COM, students must have a <b>minimum 6/9</b> from the above scale.</p>	<p>COM</p>

**EXAM POLICY:**

Not Applicable

**COURSE GRADE:**

Course grades are assigned as follows:

<b>COM</b>	Completed to defined standard
<b>NCG</b>	No Credit Granted

**ACADEMIC POLICIES:**

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.