

REQUEST FOR CREDIT - PREVIOUS WORK EXPERIENCE

COMS 2101: Work Experience Placement I

Student Information

Student Name:

Student ID:

Date Submitted:

Requirements:

The following items ***MUST*** be included with this form and submitted to the Registrar's Office:

1. A complete list of all prior work/volunteer experiences relevant to your application, including the length of each position and your supervisor's name and contact information;
2. A complete list of duties and responsibilities;
3. A letter of verification from each employer listed;
4. An essay demonstrating how you have fulfilled the course objectives (details attached).
5. The \$52.00 application processing fee.

PLEASE KEEP A COPY OF THE COMPLETED PACKAGE FOR YOUR RECORDS AND SUBMIT THE ORIGINAL COPY TO THE ATTENTION OF JENNIFER KELLOWAY. YOU WILL RECEIVE NOTIFICATION WHEN REVIEW OF YOUR APPLICATION IS COMPLETE.

Office Use Only:

Credit Granted [Y/N] _____

DEPARTMENT CHAIR, COMMUNITY STUDIES	Date
DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES	Date

Your processing fee of \$52 must be paid at the Registrar's Office before this application will be given consideration. Successful applicants will also be required to pay one half the current course costs for which the PLA is being granted. For more detail on completing this application, please contact the Chair of the Community Studies Department.

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PRIOR LEARNING ASSESSMENT (PLA)

PLA Essay Requirements

COMS 2101: Work Experience Placement I

What is Prior Learning Assessment (PLA)?

Prior Learning Assessment (PLA) is a process whereby academic credit is assigned to learning, which has occurred in areas other than the traditional classroom setting. Experiences can be drawn from the workplace, volunteer activities, and/or family and community life.

The purpose of this application is to provide you with a context in which to articulate, reflect upon and organize your prior learning as it relates to the COMS 2101 course. In addition to detailing what you have accomplished thus far, you will also be expected to identify the skills and knowledge you've gained and demonstrate how this fulfills the objectives of COMS 2101.

COMS 2101 objectives include:

Building skills necessary for obtaining a job, including:

- Writing resumes and cover letters;
- Developing interviewing skills.

Exploring career possibilities through experience and reflection by:

- Learning to identify and explore issues relevant to area of work;
- Comparing expectations with experiences;
- Critically examining fit between self and work;
- Identifying transferable nature of work.

Enhancing self-directed learning skills in relation to work experience, including:

- Setting goals for learning from work experience;
- Identifying means for obtaining goals;
- Negotiating a work learning experience with employers.

PLA essays for COMS 2101 must explore the following:

Historical Overview

- What was your role within the organization?
- What process did you follow to secure the position?
- Why did you leave the position(s)? What process did you follow to terminate your involvement?

Critical Thinking

- Where did you employ critical thinking in your role(s)?
- Did your understanding of, or approach to critical thinking change throughout the course of your experience(s)? Give examples.
- As a result of your experience(s), how do you now approach situations, which require critical thinking?

Transferable Skills

- What transferable skills have you acquired as a result of your experience(s)?
- How will these skills benefit you as you pursue your professional goals?

Impact on Career Path

- Detail your career goals.
- What have you recognized as strengths as a result of your experience(s)?
- Where do you 'weaknesses' lie? How will they impact upon your career goals? How will you compensate for this?
- By what means do you intend to achieve your goals? Timeframe?

PLA Process

- What have you learned about yourself as a learner, having completed the PLA reflection process?
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Presentation

- Title page
- Table of Contents
- Introduction
- Body
- Conclusion
- References
- Appendices (if needed)

Format

- 12 point Time New Roman font
- 1 inch margins all sides
- Typed and doubled spaced
- Quotes, citations, and references should be in American Psychological Association (APA) format

Length

8-10 pages (excluding title page, table of contents, reference pages, and appendices)