

# REQUEST FOR CREDIT - PREVIOUS WORK EXPERIENCE

## COMS 3101: Work Experience Placement II

### 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 PLA is being granted. For more detail on completing this application, please contact the course instructor.

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# PRIOR LEARNING ASSESSMENT (PLA)

## PLA Essay Requirements

### COMS 3101: Work Experience Placement II

#### **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 3101 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 3101.

#### **COMS 3101 objectives include:**

Building skills necessary for obtaining a job, including:

- Conducting job research with particular attention to prior learning achieved in previous work/volunteer experiences;
- Effectively pursuing a job search with a sensitivity to the need to explore a broad array of possibilities;
- Enhancing ability to identify and explore an array of issues relevant to area of work.

Exploring work possibilities through experience and reflection by:

- Comparing expectations and experiences among work/volunteer opportunities;
- Critically examining fit between self and work with particular reference to prior work/volunteer experiences.

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

- Setting goals for learning with a sensitivity to match goals arising from previous experiences;
- Identifying means for obtaining goals;
- Critically evaluating work-setting learning.

## **PLA essays for COMS 3101 must explore the following:**

### ***Historical Overview***

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

### ***Job Searching Techniques***

- How would you approach job searching?
- Does your approach today differ as a result of your prior learning experiences? Explain.
- How would you approach creating a cover letter? Detail resources you might draw upon.
- How would you prepare for an interview? Where do your strengths lie in this regard? Your weaknesses?
- What follow-up do you employ after an interview?

### ***Career Aspirations***

- What are your career goals? By what means do you intend to pursue them? Timeframe?
- How have your prior experiences shaped these goals?
- What skills or qualities do you possess that will enable you to be an effective professional in your field of interest?
- Where are the 'gaps' in your knowledge base? How do you plan to address these areas?
- As a professional, how do you plan to 'stay current' with issues and trends in your field?

### ***Critical Thinking***

- As a result of your experience(s), how do you now approach situations which require critical thinking? Give examples.
- Discuss your suitability to your field of interest, detailing insights gained from your prior experiences.

### **PLA Process**

- What have you learned as a result of the PLA process?
  - How will you preserve and reflect upon your professional experiences as you progress along your career path?
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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)