

Business Division FASTRAK Programs

**Business Management
Management Development**

Portfolio Information



The Business Division Fastrak programs at Fox Valley Technical College recognizes that most adult learners begin their formal educational pursuit with previous learning through training and work experience. The fastrak programs have developed a Portfolio Program for Advanced Standing to allow the adult learner to earn credit for that training and experience.

Credit can be given for work performed in an area that matches the competencies of the fastrak program. Credits for non-college education activities, military education, and military work experience can also be earned. In addition, college credits can be transferred in from other institutions. Work experience does not have to be in a management position.

The Portfolio Program provides an assessment of previous learning. To participate, you must do the following:

1. Meet with the program coordinator and be officially enrolled in the fastrak associate degree program.
2. Gather all of the data and documentation required, and compile it into the requested format.
3. Submit the completed portfolio to the program coordinator for credit assessment.
4. The program coordinator will review the portfolio information and award credit/s as appropriate.
5. The program coordinator will assist the adult learner in determining what courses are needed to complete the Associate Degree requirements.
6. All documentation must be 8½"x11" size. The essay components of the portfolio must be typewritten.

Portfolios will not be accepted from anyone who has not officially enrolled in the fastrak program or has not met with the fastrak program coordinator.

The program will award credits for technical core, technical support, and elective requirements of the Associate Degree. General education advanced standing is determined by the General Education Division of Fox Valley Technical College.

Fox Valley Technical College cannot guarantee the transferability of credits earned in the portfolio process to other institutions. All colleges have their own academic policies regarding acceptance of portfolio credits.

LEARNING EXPERIENCES THAT MAY BE WORTH COLLEGE CREDIT

Credit is granted for prior learning that is equivalent to college-level learning. Fox Valley Technical College is a competency-based educational institution. The learning experiences submitted in the portfolio will be compared to the competencies required of the degree and awarded (when acceptable) accordingly.

A competency will be accepted when proof is provided that the competency has been performed to the standard required in the fastrak program. Instructions are provided on how to compile the information for the Portfolio.

SEMINARS, WORKSHOPS, AND ON-THE-JOB TRAINING

Training received through these types of activities may be worth college credit. However, the emphasis is on learning outcomes rather than attendance or participation in events.

TRANSFER CREDITS

Fox Valley Technical College accepts credits earned at another institution for college level courses in which a grade of "C" or above was earned. (C- does not qualify.) The content of these courses will be reviewed to determine what specific program classes they may meet.

Fastrak program advanced standing credit can be given for courses from other programs at FVTC. Credits earned can also be transferred in from other technical colleges and four-year colleges and universities.

Credits are granted on a credit-for-credit basis. For example: An accounting course for three credits can be transferred in as meeting the requirements of the 101-107 Principles of Accounting course.

Transfer credits are granted in three specific program areas.

1. To meet the general education requirements of the associate degree.
Example: College English can be transferred in to meet degree requirement 801-195 Written Communications.
2. To meet specific requirements of a technical core or technical support degree requirement.
Example: Basic Accounting can be transferred in to meet degree requirement 101-107 Principles of Accounting.
3. To meet elective credit requirements, the course must be in an area that is relevant to the student's career goals.
Example: A student pursuing a career in the legal field who has taken a paralegal course would be able to transfer that course in.

Note: General education credits are evaluated by the General Education Division of Fox Valley Technical College. They may be submitted with the portfolio; however, they will be evaluated by the appropriate department within the General Education Division.

PORTFOLIO FORMAT & INSTRUCTIONS

A completed portfolio must be submitted in the proper format before it will be accepted for evaluation. Students submitting portfolios not following the format guidelines will be asked to correct the documents and resubmit.

Your portfolio should look and read like college-level work. It must be typed, well organized, and free of spelling and grammatical errors.

CONTENTS OF THE PORTFOLIO

COVER SHEET: Name, address, date, phone number, program

TABLE OF CONTENTS: List each of the sections with page numbers

PORTFOLIO SEQUENCE:

1. Work experience credit and supporting documentation.
2. Seminars, workshops, and on-the-job training credit and supporting documentation.
3. Transfer credit and the supporting documentation.
4. Military service information and supporting documentation, including your DD214 and ACES.

Documents such as certificates, diplomas, outlines, and awards should be 8½"x 11" copies of the originals. Students are encouraged to make a duplicate of their portfolio for their records. Once the portfolio is submitted, it becomes a permanent part of the student's records at FVTC; it will not be returned to the student.

WORK EXPERIENCE

For each work experience, you must provide the following information:

- A. Your name, company/organization at which the work was performed, the position title, and status of the position (management or non-management). (Note: managers are people who have the authority to hire, to evaluate the performance of subordinates, to discipline, and to terminate when necessary).
- B. A bulleted list and description of all the duties and responsibilities you performed. Be as detailed as possible with your description. (Just stating that you trained other employees isn't enough. What role did you perform in the training? Did you write the training materials? Did you test the trainees to determine competency level?)
- C. Length of time you performed these duties/responsibilities.
- D. A brief explanation stating why you feel this work experience should be awarded credit.

WORKSHOPS, SEMINARS, AND ON-THE-JOB TRAINING

Credit can be given for non-college credit training taken through workshops, seminars, and on-the-job training.

The following documentation must be provided for **each** training activity:

- A. The title/name of the training.
- B. A document that spells out the content and length of the training such as a syllabus, outline, workbook, handouts, etc. The more documentation, the better.
- C. Proof that the training was completed with a passing grade and that the training required more than just attendance. A certificate, diploma, or letter as proof of completion must be submitted.
- D. The activity must have occurred within the last ten years (three years or less for technology-related courses).
- E. A brief explanation stating what the training provided to you as a learning experience that is applicable to the associate degree course content.

TRANSFER CREDIT

You must submit an official transcript from the institution where the original credit was earned.

MILITARY EXPERIENCE

For each military work experience you wish assessed for credit, you must write an essay which provides the following information:

- A. Your name, the branch of the military in which you served, your dates of service, and your rank/position.
- B. A list and description of all the duties and responsibilities you performed. Be as detailed as possible with your description. (Just stating that you trained other employees isn't enough. What role did you perform in the training? Did you write the training materials? Did you test the trainees to determine competency level?)
- C. A copy of your DD214 and ACES.
- D. A brief explanation stating why you feel this military experience should be awarded credit.