



Liberal Studies Program

Portfolio Assembly Guidelines

Social Security # or FSC ID: _____

Name: _____

Address: _____

Please indicate preferred method of contact

Day: _____

Evening: _____

Cell: _____

In a brief paragraph, please identify your purpose for entering the program and seeking a Bachelor of Arts in Liberal Studies degree. Be forthright, since this will enable your assessment committee in helping you plan your program.

1. Employment

Employment is paid work experience. We are especially interested in full time experiences of at least one year in duration. In evaluating your portfolio we will be looking at years of employment, the scope of your responsibilities, the number of advancements, and your level of professionalism. We are interested whether you supervise others, work independently with little or no direction, or whether you are carefully supervised.

Employer:
Address:
Dates of Employment:

List in chronological order by date and title, each official position held with the firm.

Title	Dates
a.	
b.	
c.	
d.	
e.	

Employer:
Address:
Dates of Employment:

Title	Dates
a.	
b.	
c.	
d.	
e.	

Employer:
Address:
Dates of Employment:

Title	Dates
a.	
b.	
c.	
d.	
e.	

2. Community Service

Community service, unlike employment, refers to voluntary activity for which there is no monetary compensation. Such activities however often “pay off” by providing a significant learning experience. As with employment, the value of the experience depends on duration and level of involvement in a program, and demonstration of the sort of learning that took place.

Organization:	
Activity Performed:	
Title of position held	Dates
a.	
b.	
c.	

Organization:	
Activity Performed:	
Title of position held	Dates
a.	
b.	
c.	

Organization:	
Activity Performed:	
Title of position held	Dates
a.	
b.	
c.	

Organization:	
Activity Performed:	
Title of position held	Dates
a.	
b.	
c.	

3. Independent Study

Independent study is self-directed learning in a subject or skill where there is either very little or no instruction from an instructor – other than yourself. Although you might have consulted a number of books and periodicals or occasional advice from an expert, you were the primary teacher. Examples of independent study might include learning to draw, paint, or play a musical instrument. Another example might be knowledge gained from in-depth reading in a particular subject area, for example, Renaissance Art.

Area of Proficiency:
How proficiency was acquired:
Time spent in acquisition:
Resources used:

Area of Proficiency:
How proficiency was acquired:
Time spent in acquisition:
Resources used:

Area of Proficiency:
How proficiency was acquired:
Time spent in acquisition:
Resources used:

4. Noncredit Experiences

Noncredit experiences normally are programs that result in the awarding of a certificate or a diploma, but not the awarding of academic credit. These generally fall into three categories:

- a) Job-related courses or seminars.
- b) Personal enrichment.
- c) Non-accredited institutions.

Title of experience:		
Organization presenting experience:		
Number of sessions:		
Hours per session:		
Job related:	Personal enrichment:	Non-accredited institution:

Title of experience:		
Organization presenting experience:		
Number of sessions:		
Hours per session:		
Job related:	Personal enrichment:	Non-accredited institution:

Title of experience:		
Organization presenting experience:		
Number of sessions:		
Hours per session:		
Job related:	Personal enrichment:	Non-accredited institution:

Title of experience:		
Organization presenting experience:		
Number of sessions:		
Hours per session:		
Job related:	Personal enrichment:	Non-accredited institution:

Title of experience:		
Organization presenting experience:		
Number of sessions:		
Hours per session:		
Job related:	Personal enrichment:	Non-accredited institution:

6. Military Service

Military service is employment of a special kind and is considered under a separate category. The Liberal Studies Program considers length of service, advancements, and training provided by specialized schools.

Active Military Service

Branch:
Months of Service:
Initial rating or rank:
Highest rating or rank:

Inactive Military Service

Branch:
Months of Service:
Initial rating or rank:
Highest rating or rank:

Military Education

Service school attended:	
Exact course title:	
Exact dates of attendance:	
Number of sessions per week:	Hours per session:

Service school attended:	
Exact course title:	
Exact dates of attendance:	
Number of sessions per week:	Hours per session:

Service school attended:	
Exact course title:	
Exact dates of attendance:	
Number of sessions per week:	Hours per session: