



In order to earn college credit toward an established course offered by APT College (APT), students are encouraged to write and submit an Experiential Learning Credit (ELC) Essay documenting life and work learning experiences that demonstrate mastery of the subject. Once received, APT's Credit Evaluation Committee (CEC) will review the essay and award up to four (4) college credits if the essay and supporting documents demonstrate that such experiences are equivalent to the learning outcomes of the equivalent APT course.

**Note:** Experiential Learning Credits awarded by APT may not be transferable to other academic institutions.

### **APT College Policy on Experiential Learning Credit (ELC)**

Experiential Learning Credit may be awarded based on American Council on Education (ACE) and Program On Non-collegiate Sponsored Instruction (PONSI) credit recommendations for occupational experience as it applies to the degree program, for work experience and training, and for lifelong learning experiences so long as the experience is commensurate to college-level learning and shows a balance of both theory and practical application. Personal and professional learning experiences may consist of past and/or present related work responsibilities or internships that are directly related to the selected course and is applied in satisfaction of some of the degree requirements.

Students are required to submit supporting documentation consisting of detailed essays, letters of recommendations, industry certifications, etc. For more information, students are encouraged to contact their Education Representative.

Experiential Learning is based on the Ten Standards for Assessing Learning published by the Council for Adult and Experiential Learning.

APT College will award, when deemed equivalent and applicable by the Credit Evaluation Committee, a maximum one College credit (quarter system) for every three (3) years of directly-related work experience or thirty (30) contact hours of documented training relating directly to a regularly offered APT core or elective course up to a maximum of four (4) credits (quarter system). If awarded, credit earned via ELC may not be transferred to another institution the way credit from official College courses may transfer.

APT's Credit Evaluation Committee will review all ELC applications for acceptance based on the guidelines listed below:

- Students must complete a minimum of twelve (12) credits (quarter system) with the College in order to establish evidence of a satisfactory learning pattern.
- Experiential Learning Credit awarded by another accredited institution may be considered for transfer credit, must be formally documented, and the credit must have been earned from experience relevant to the concepts and theories of relevant APT courses.
- Students may only be awarded credits in areas that fall within the regular course offerings of APT's programs of study.
- The Credit Evaluation Committee reserves the right to request and review any combination of documentation, interviews, examinations, special projects, and/or practical demonstration to ensure students have successfully met the objectives of a regularly offered APT course before awarding credit.
- If further evidence is needed beyond what is presented in the students' ELC packets, students may be asked to demonstrate mastery of the learning outcomes for the course to an APT designee appointed by the Credit Evaluation Committee.



## Steps for Success: Follow this guide to help you create an ELC essay

1. Choose an area of your expertise that you have sufficient knowledge and experience to earn college credit awarded through the ELC process.
2. Go to the APT course offerings website by selecting “Title” and then click on the course you wish to challenge: <http://www.aptc.edu/OurCourses/TelecomCourse.aspx>.
3. View the course description.
  - a. Does it match your knowledge and expertise? If not, you will need to revisit the course listings to see if you can find a better match. Keep searching for the best match given your level of experience.
4. After you have made your choice, read the course description and identify key words that describe specific attributes of the course. These attributes are usually key words which help define learning outcomes.
  - a. You must address all the topics, sub-topics, and learning outcomes in the course. If you cannot address all the key topics you may not receive full credit for the course.

## Components of the Essay

### The Introductory Paragraph

Begin the essay with the introductory paragraph. This is a very important paragraph that will assist you and the reader. The first task is to get the reader's interest with a general introduction to the subject area. Then move to a more specific and perhaps personal reference. Finally, state precisely what will be discussed in the essay.

### The Body of the Essay

In the body of the essay, you want to demonstrate your full knowledge and intellectual skills on the subject. Both knowledge and experience must be included in your essay. (The emphasis of your justification should be on knowledge.) Your experience will be a thread through the essay as you include it to explain a source of knowledge, an application of knowledge, or as an illustration of a principle, such as in giving examples from your experience.

To fully develop the body of the essay, you should include paragraphs on each of the areas mentioned in the introductory paragraph. In these “body” paragraphs, discuss knowledge, principles, sources, applications, and other material related to your main topic.

Remember, the evaluators will be looking for evidence of subject understanding, not just that you know how to do something, but that you can also explain why, (i.e., evidence that you have thought about the knowledge and that you can manipulate it, explain it, show what it means, how it works, and so forth).

### The Conclusion

Briefly recap the subject of your paper in a concluding paragraph.



## Proposed Essay Outline

1. Introduction
2. (Body)
  - a. Sub-topic 1
    - i. Concrete Experience
    - ii. Demonstration of concept knowledge and mastery
    - iii. Application
  - b. Sub-topic 2
    - i. Concrete Experience
    - ii. Demonstration of concept knowledge and mastery
    - iii. Application
  - c. Sub-topic-3
    - i. Concrete Experience
    - ii. Demonstration of concept knowledge and mastery
    - iii. Application
3. Conclusion

## How ELCs Are Evaluated

### 1. Knowledge and Experience

The CEC will examine your essay to see that it contains demonstrated knowledge and mastery of the associated theory as well as hands-on experience. Your experience provides a frame of reference for your knowledge. As such, you need to indicate how you acquired this knowledge. If your experience included reading, the evaluators will want to know what you read, why you were interested in reading it, and how you have used the knowledge gained. Blend your experiences with the reflections and concepts learned. Use examples from your experience to illustrate the learning outcomes. Be certain to discuss how you have applied or used your knowledge.

### 2. Evidence of Comprehension and Mental Processing

CEC evaluators look for evidence of comprehension of the learning experience. It is not sufficient, for example, just to present a fact or principle. An evaluator might respond by saying, "So what? Does the student understand what this means or implies? Can the student explain it? Is there evidence that the student has thought about this knowledge or what can be done with it?" The evaluator is looking for evidence that you have interacted with the knowledge and, in doing so, gained an understanding of it.

### 3. College Level Learning

The CEC evaluator is looking for college equivalent knowledge. The purpose of evaluation is not to attempt to credit all learning, but to credit only the subject areas normally studied within a college or university setting.