

Advanced Manufacturing PLA Template

Learning Claim Application

Student Name/ID:
<p>Circle One: Associate Degree Certificate</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Electro-mechanical Engineering</i> <input type="checkbox"/> <i>Engineering Graphics</i> <input type="checkbox"/> <i>Machining</i> <input type="checkbox"/> <i>Welding</i> <input type="checkbox"/> <i>Other, Please list here:</i> _____
Advanced Manufacturing Credits Completed and Applied to the Degree or Certificate Program:
General Education Credits Completed:
How many Advanced Manufacturing credits are you seeking with this Learning Claim:
Advisor Approval Signature:
Advisor Approval Expiration Date:
<p><i>I understand that I am applying for credit for the knowledge and skills I have learned outside of the traditional college classroom. I will make a case for awarding credit to me by demonstrating my skills, describing how I learned them, and providing documentation (such as work samples, letter of verification from a supervisor or expert, a video, or other evidence of my college-level knowledge and skills). Credit is not guaranteed. I have talked with an academic advisor to make sure my request does not duplicate other courses I may have taken or will take as part of my program of study.</i></p> <p><i>By signing here, I am acknowledging that I have read the above paragraph and that I understand that all of my work must be my own in keeping with the Academic Honesty policy. I also recognize that my work will be checked for plagiarism by turnitin.com or other plagiarism detection software.</i></p>
Student Signature:
Date:

PART 1 – Employment/Work Experience

Are you currently employed? YES NO

If YES – Enter **Job Title** here, along with a brief description of your responsibilities, or upload your job description or resume here.

➤ How many years have you been working in this field?

➤ What is your immediate employment goal?

➤ What is your long-term employment goal?

If NO—Enter **Job Title** here for your previous position, along with a brief description of your responsibilities or upload your resume here.

➤ How many years of experience do you have?

➤ What is your immediate employment goal?

➤ What is your long-term employment goal?

Do you hold any current/valid Certifications or Licenses?

List certifications here that already carry ACE or NCCRS credit recommendations or that have already been evaluated by CCCS faculty and approved for credit. The student can check the ones s/he holds. Leave a few blank lines for the student to write in other certifications that may not have been evaluated yet.

Have you completed an apprenticeship?

If yes, for what trade/skill?

Part 2 – Education Plan

Do you plan to eventually earn a bachelor's degree?

- If YES, please list the name of the college or university here:

When do you expect to complete your associate degree or certificate program?

- 2015/2016 Academic Year
- 2016/2017 Academic Year
- 2017/2018 Academic Year
- 2018/2019 Academic Year
- 2019/2020 Academic Year
- 2020/2021 Academic Year
- Uncertain

Are you in the U.S. Military?

- Branch
- Occupation Specialty
- Special Schools or Training

Are you a Military Veteran?

- Branch
- Rank at Retirement
- Occupation Specialty
- Special Schools or Training

Part 3 – Course Selection

Please list the course or courses for which you are seeking credit, based upon your learning from work experience, hobbies, self-directed learning, continuing noncredit education, or other learning sources. Be sure to obtain your advisor's approval before completing your Learning Claim.

CCCS Course Number	CCCS Course Name	Course Description and/or upload Course Syllabus here	Basis for the Credit Claim	Documentation or Demonstration
Course #1	Course Title		Such as work experience	Choose from Written Portfolio or Demonstrate the Skill or Course Challenge Exam
Course #2				

Part 4 -- Student's Case for Credit

Course #1	Student Narrative	Student Demonstration or Documentation
<p>Competency #1</p> <p>Student types in the competency as per the syllabus or this is "auto filled" from a database.</p>	<p>Student describes how s/he attained this competency here. If a demonstration or course challenge exam will accompany this narrative, then it can be brief. If this is a portfolio, this needs to be more detailed.</p>	<p>Student may upload a video, or letter of verification from an expert/authority on this competency, such as a supervisor; particularly for a portfolio.</p> <p>For a demonstration, the student would seek an individualized assessment from a faculty assessor. The assessor would determine how best to assure the competency is met. Ideally, the faculty will decide in advance how to best assess this competency. They would list it here on the template. And, they would build a rubric to go with the assessment.</p> <p>If the student does a course challenge exam (if available), the student would do this in a proctored setting with the tools necessary.</p>
Competency #2		
Competency #3		
Competency #4		
Competency #8		
<p>Student needs to list all of the competencies from the course syllabus. Ideally, these would load automatically from an Advanced Manufacturing Course database. However, it could be done manually.</p>	<p>Student compiles information for every competency in the course description.</p>	<p>Student provides accompanying documentation or does a demonstration for every competency. Competencies can be combined in the documentation if appropriate.</p>