**Preparing for Prior Learning Assessment**

School of Continuing and Professional Studies

**P**rior **L**earning **A**ssessment (PLA) is a process by which you document learning that you have accomplished at work or elsewhere. There is a fee of $150 for each submission. If you have not previously completed PLA, you are encouraged to take the RPL 101 – Prior Learning Assessment class.

This form will ask you to identify a course that matches the prior learning you have accomplished.

* You can review courses required for your degree program (not a residency requirement); you can also review the DePaul website for other courses offered at the university.
* Once you identify a course, find the syllabus.
* Check the syllabus of the course to find the learning outcomes to make sure you can provide evidence of each. (You will find that some syllabi list outcomes, some list objectives. Those objectives usually are specific statements of knowledge and abilities that are the equivalent of outcomes.)

For example, if you have completed professional development in marketing for your job and also have organized marketing campaigns that you can document, then you could propose that your prior learning matches the learning outcomes of a marketing course.

On the form, you are to list the outcomes of that course and explain ways that your experience matches each outcome. Find some sources on your topic that will help you to explain what you know (in your own words) and list each source. Write at least one paragraph for each outcome.

Then, upload evidence of your knowledge or skill, which is typically an essay. You can supplement this evidence with reports you’ve written, videos, certificates and training transcripts. You must include the syllabus of the course you’re matching.

You will submit this form and your evidence to SCPSassessments@depaul.edu. Your submission will then be reviewed by an assessor and you’ll receive another email indicating whether your submission was approved, denied, or if revisions are needed. This typically occurs within 2 weeks.

**Organizing with a chart to clarify your professional learning:**

To organize your justification, it will help to start with the chart below in which you list the outcomes/objectives. For each outcome/objective, list concisely what you’ve learned at work/elsewhere or through formal learning such as a noncredit course or a seminar series at your workplace. Be sure you can provide evidence of what you learned through an essay.

**Chart to Organize Your Prior Learning Explanation**

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source: (College or University) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Outcome/Objective** | **My Prior Learning**  |
| outcome/objective for your chosen course | List professional development you have completed or projects or structures you have organized that matches that outcome/objective. For example, if you completed a seminar in marketing at your company, insert the title and dates of the seminar and the content it included. If you have developed the skills and knowledge “on the job,” then explain how you developed them—what resources you used and what evidence you can provide. |
| outcome/objective for your chosen course | List what you have completed that matches that outcome/objective |
| outcome/objective for your chosen course | List what you have completed that matches that outcome/objective |
| Keep listing the specific outcomes/objectives for the course—keep adding rows to this chart to include all the outcomes/objectives |  |
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