

Department of Experiential Studies in Community and Sport

REQUEST FOR CREDIT - PREVIOUS WORK EXPERIENCE

Community Studies: COMS 3101: Work Experience Placement 2

Cape Breton University Student Information

Student Name:

Student ID:

Date Submitted:

Requirements:

The following items **MUST** be included with this form and submitted to Transfer_Credits@cbu.ca:

1. A complete list of all prior work/volunteer experiences relevant to your application, **including** for each item the length (dates), full-time/part-time, supervisor's name & contact information;
2. A complete list of duties and responsibilities for each item;
3. A letter of verification from **each** employer listed;
4. An essay demonstrating how you have fulfilled the course objectives (details attached).

Please keep a copy of the completed package for your records. You will receive notification when review of your application is complete. Successful applicants are required to **pay one half the current course costs** for which PLA is being granted. For more detail on completing this application, please contact the Department Chair (cbu.ca).

Office Use Only:

Credit Granted: Yes ___ No ___

DEPARTMENT CHAIR	Date
DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES	Date

PRIOR LEARNING ASSESSMENT (PLA)

Experience – Reflection - Learning

COMS 3101: Work Experience Placement 2

Are you a candidate for a Community Studies (COMS) PLA?

Community Studies PLAs were developed for adult learners with extensive work/volunteer/life experiences gained over an extended period of time prior to admission/re-admission to Cape Breton University. In the essay, applicants must demonstrate significant learning gained through these experiences.

What is Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a process whereby academic credit is assigned to learning which has occurred in areas other than the traditional classroom setting. Experiences can be drawn from the workplace, volunteer activities and/or family and community life. Students must critically reflect on and analyze their experiences in order to learn from them and then connect that learning to the course.

The purpose of this application is to provide you with a context in which to articulate, reflect upon and organize your prior learning as it relates to the COMS 3101 course. In addition to detailing what you have accomplished thus far, you will also be expected to identify the skills and knowledge you've gained and demonstrate how this fulfills the objectives of COMS 3101.

COMS 3101 objectives include:

Building skills necessary for obtaining a job, including:

- Conducting job research with particular attention to prior learning achieved in previous work/volunteer experiences;
- Effectively pursuing a job search with a sensitivity to the need to explore a broad array of possibilities;
- Enhancing ability to identify and explore an array of issues relevant to area of work.

Exploring work possibilities through experience and reflection by:

- Comparing expectations and experiences among work/volunteer opportunities;
- Critically examining fit between self and work with particular reference to prior work/volunteer experiences.

Enhancing self-directed learning skills in relation to work experience, including:

- Setting goals for learning with a sensitivity to match goals arising from previous experiences;
- Identifying means for obtaining goals;
- Critically evaluating work-setting learning.

COMS 3101 Essay Requirements

Historical Overview

- What was your role within the organization(s)?
- What process did you follow to secure the position(s)?
- Why did you leave the position(s)? What process did you follow to terminate your involvement?

Job Searching Techniques

- How would you approach job searching?
- Does your approach today differ as a result of your prior learning experiences? Explain.
- How would you approach creating a cover letter/resume? Detail resources you might draw upon.
- How would you prepare for an interview? Where do your strengths lie in this regard? Your weaknesses?
- What follow-up do you employ after an interview?

Career Aspirations

- What are your career goals? By what means do you intend to pursue them? Timeframe?
- How have your prior experiences shaped these goals?
- What skills or qualities do you possess that will enable you to be an effective professional in your field of interest?
- Where are the 'gaps' in your knowledge base? How do you plan to address these areas?
- As a professional, how do you plan to 'stay current' with issues and trends in your field?

Critical Thinking

- As a result of your experience(s), how do you now approach situations which require critical thinking? Give examples.
- Discuss your suitability to your field of interest, detailing insights gained from your prior experiences.

PLA Process

- What have you learned as a result of the PLA process?
- How will you preserve and reflect upon your professional experiences as you progress along your career path?

Presentation, Format, Length:

<p>Presentation</p> <ul style="list-style-type: none">• Title page• Table of Contents• Introduction• Body• Conclusion• References• Appendices (if needed)	<p>Format</p> <ul style="list-style-type: none">• 12-point font - Times New Roman• 1-inch margins all sides• Typed and doubled spaced• Quotes, citations, references in American Psychological Association (APA) style <p>Length</p> <p>10 pages (excluding title page, table of contents, reference pages, and appendices)</p>
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