P.O. Box 5300,
1250 Grand Lake Road,
Sydney, NS Canada B1M 1A2

DEPARTMENT OF EXPERIENTIAL STUDIES IN COMMUNITY AND SPORT

REQUEST FOR CREDIT - PREVIOUS WORK EXPERIENCE

COMMUNITY STUDIES: COMS 2101 WORK EXPERIENCE PLACEMENT 1

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 your prior experience connects specifically to the course's outcomes (found within the course breakdown (contact **transfer_credits@cbu.ca** if you have not obtain this yet)
5. The essay should follow the requirements found on page 3.

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 Signature: _____

Date: _____

Dean, School of Arts & Social Sciences Signature: _____

Date: _____

COMS 2101: Work Experience Placement 1

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

Community Studies PLAs were developed for adult learners with extensive work/volunteer/life experiences acquired 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 2101 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 2101.

COMS-2101 objectives include:

Ethics

Goal: Students will understand and articulate the ethical standards, norms, and values of their assigned workplaces.

Community

Goal: Students will apply their previous learnings about community to explore the relationship(s) between their work placement and the community.

Inclusion, Diversity, Equity, & Accessibility (IDEA)

Goal: Students will understand the importance and complexity of IDEA in their assigned workplaces.

Indigenization and Reconciliation

Goal: Students will understand the importance and complexity of Indigenization and Reconciliation in their assigned workplaces.

Group work

Goal: Students will understand the role of group work and relationality in their work placement.

Self-Directed & Experiential Learning

Goal: Students will gain relevant experiences and skills working in careers of personal interest.

Communication

Goal: Students will understand and develop relevant workplace communication skills.

Research

Goal: Students will use secondary research to consider future career options.

Cape Breton University

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?

Critical Thinking

- Where did you employ critical thinking in your role(s)?
- Did your understanding of, or approach to critical thinking change throughout the course of your experience(s)? Give examples.
- As a result of your experience(s), how do you now approach situations, which require critical thinking?

Transferable Skills

- What transferable skills have you acquired as a result of your experience(s)?
- How will these skills benefit you as you pursue your professional goals?

Impact on Career Path

- Detail your career goals.
- What have you recognized as strengths as a result of your experience(s)?
- Where do your 'weaknesses' lie? How will they impact upon your career goals? How will you compensate for this?
- By what means do you intend to achieve your goals? Timeframe?

PLA Process

What have you learned about yourself as a learner, having completed the PLA reflection process?

Presentation

- Title page
- Table of Contents
- Introduction
- Body
- Conclusion
- References
- Appendices (if needed)

Format

- 12-point font - Times New Roman
- 1-inch margins all sides
- Typed and doubled spaced
- Quotes, citations, references in American Psychological Association (APA) style

Length

10 pages (excluding title page, table of contents, reference pages, and appendices)