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DEPARTMENT OF EXPERIENTIAL STUDIES IN COMMUNITY AND SPORT

REQUEST FOR CREDIT - PREVIOUS WORK EXPERIENCE

COMMUNITY STUDIES: COMS 3101: WORK EXPERIENCE PLACEMENT 2

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 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 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 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:

Ethics

Goal: Students will demonstrate an enhanced understanding of professional and workplace ethics.

Community

Goal: Students will demonstrate an enhanced understanding of the strong relationship(s) between communities and their assigned workplaces.

Inclusion, Diversity, Equity, & Accessibility (IDEA)

Goal: Students will demonstrate an enhanced understanding of IDEA in their work placement and prospective careers.

Indigenization and Reconciliation

Goal: Students will demonstrate an enhanced understanding of Indigenization and Reconciliation in their work placement and prospective careers.

Group work

Goal: Students will demonstrate an enhanced understanding of group work and relationality and how it applies to their career goal(s).

Self-Directed & Experiential Learning

Goal: Students will demonstrate an enhanced understanding of the experiences and necessary skills needed for a sustainable career of personal interest.

Communication

Goal: Students will develop enhanced workplace communication skills.

Research

Goal: Students will use primary research to prioritize 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

- 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

- 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)