

## **Portfolio Application Information & Instructions**

1) Read the Course Outcomes and Objectives before beginning your portfolio. For your convenience, here is the URL to the Course Outcomes and Objectives.

<http://www3.delta.edu/catalog/courses.asp>

2) Include the following documentation with your 'Credit By Portfolio Application'

- Current resume.
- Current job description.
- Current performance evaluation.
- Previous job description(s) if applicable.
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- A type-written manuscript (paper) that details how your work experiences directly relate to the Outcomes and Objectives of the course(s) you are requesting credit for. Your experience should directly relate to a minimum of eighty (80%) percent of the Course Outcomes and Objectives.
- At least three (3) letters of reference/recommendation from your supervisor(s) or other appropriate individuals who have worked with you. These letters must be type-written on company letterhead.
- Supporting documentation that illustrates your competency as related to the Course Outcomes and Objectives. For example, you could include:
  - brochures from workshops you have attended
  - certifications, licenses, awards you have earned/received
  - transcripts and course descriptions from other colleges/universities
  - video tape or CD/DVD of your work
  - photographs illustrating the work that you have created
  - blueprints of work that you have created
- Any other materials that you deem appropriate to illustrate your skills and competency as related to the Course Outcomes and Objectives.

3) Complete one (1) 'Credit By Portfolio Application' for each course.

4) Submit the non-refundable \$25 per credit hour attempted fee with your portfolio application and supporting documentation. The fee must be paid before the portfolio can be sent to the academic division for review and evaluation.

5) You may meet with a counselor or academic advisor to have your portfolio reviewed before it is submitted to the academic division. If you have questions or need assistance, please contact Counseling/Advising & Career Services at 989-686-9330.

6) Other important information

- You must complete a minimum of twenty-four (24) credits by instruction at Delta in order to be eligible to earn a Delta College Associates degree.
- If a test out option is available, a portfolio will not be accepted for that course. You must take the test.