If you would like to submit a proposal to have your individual experiential learning assessed for college credit, please complete this form and return it to your Faculty Evaluator. If you have any questions, please call your Faculty Evaluator. (The list of Faculty Evaluators and their phone numbers is on page 16.)

**Title of Experiential Learning**  SEEDS of Emergent Literacy

**# of Credits**  (Speak with your Faculty Evaluator to determine how many credits you should apply for. Contact information is in the Handbook.)

**Date for Completion**  (Note: you must complete your learning within six months of the date on which you turn in your proposal.)

I would like to take this for (please circle one): grade  pass/ no credit

**Part I. Personal Information**

Student Name  ________________________________________________________________

Address  ________________________________________________________________

Street  City  State  Zip

Home Phone  Work Phone  ____________________________

Email address  ________________________________________________________________

Degree focus or major, if known  _______________________________________________
Part II. Description of Experience and Learning Outcomes

Option 1. In about 250 words, write about your learning experience. What do you know, and what can you do as a result of your learning experience? Describe where and how you got the learning. Include dates when you were involved, and your role or your level of responsibility. Please attach a separate sheet to this form.

Option 2. Think about the items in Option 1. Contact your Faculty Evaluator and set up a meeting. Be prepared to tell the Faculty Evaluator an overview of what you know and can do and how you got the learning. Or, make a recording of your learning and bring it to the meeting with your Faculty Evaluator.

Part III. Previous College Credits

Have you earned any college credits that are related to the experiential learning described in this proposal? If yes, list the courses and credits below and attach a copy of your college transcript. If not, skip to Part IV.

Course Title ___________________________ Number of Credits ______
Course Title ___________________________ Number of Credits ______

Part IV. Competence Statement

A competence statement describes something that has been learned in a subject area. Please look at the examples of competence statements in the Handbook. If one of them fits your learning, you may use it. If none of them fit your learning, develop your own competence statement. Write your competence statement here:

Knows the concepts and techniques of emergent literacy including book and print rules, vocabulary and background knowledge, phonological awareness, alphabet knowledge, and communication and problem solving and can apply these concepts well enough to create literacy rich environments and assess the literacy skills of young children.
Part V. Other Resources for Learning

Aside from college courses or Leaders’ Circle participation, have you used other resources to learn? For example, have you gone to any conferences or workshops, read books or magazines, or seen any videos that are related to the learning in your proposal? If yes, please list those things here.

A. Conferences or Workshops
Title  SEEDS Emergent Literacy  Presenter  _____________  Length  ____ hrs
Title  ___________________________  Presenter  _____________  Length  ____

B. Books/Magazines
Title  ________________________________  Author  _______________
Title  ________________________________  Author  _______________

C. Films/Videos
Title  ________________________________
Title  ________________________________

D. Other  ______________________________________________________

Part VI. Assessment of Your Learning

Your Faculty Evaluator will determine how your learning will be evaluated, using one or more of the following methods:

_X_ paper  ___ simulation  ___ situational observation  ___ journal
___ written test  ___ written exercise  ___ project  ___ oral test or interview
___ group presentation  ___X_ other (please describe):
Send a copy of your documentation of training.

Part VII. Signatures

_____________________________________________________________
Student Signature  Date

_____________________________________________________________
Faculty Evaluator Signature  Date
Part VIII. Submit Your Proposal

Submit your completed Experiential Learning Assessment Proposal Form to your Faculty Evaluator. Your Faculty Evaluator will contact you to let you know if your proposal has been accepted. If it is accepted, your Faculty Evaluator will return your signed form to you, and will arrange with you how and when your learning will be assessed. If your proposal is not accepted, your Faculty Evaluator will tell you why, and advise you about your next steps. It’s possible that you can revise your proposal and re-submit it.

When your proposal is accepted and before your learning is assessed, you must complete and submit the following to the Prior Learning Assessment Coordinator, Metropolitan State University, 700 E. Seventh Street, St. Paul, MN 55106-5000:

- Your completed and signed proposal form
- Your Quick Start Registration Form**
- A check or money order to cover the $25 per credit fee for each credit in your proposal

It’s important to remember that having your proposal accepted does not guarantee that you will be awarded credit. The decision to award credit is made only after your Faculty Evaluator assesses your work. However, your Faculty Evaluator is unlikely to approve of your proposal if she/he thinks it won’t go through.

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**If you are applying for up to four credits, complete the Quick Start Registration Form. If you are applying for five or more credits, you must complete the Metropolitan State University Undergraduate Application for Admission. There is a one-time $20 application fee.

For Office Use Only

Department Chairperson or program faculty signature and date
I give consent to the above student to register for this assessment of prior/experiential learning.

Signature ______________________ Date _____________________
If approval is not given, please explain.

------------------------------------------------------------------------------

Registration Office: Subcode # ________ Title ____________________________
Date Processed _____/_____/_____

11.25.02