**Center for Degree Completion and Adult Learning**

1800 Valley Road, Wayne, NJ 07470

Phone: (973) 720-2354 / Email: [DCAL@wpunj.edu](mailto:DCAL@wpunj.edu)

<https://www.wpunj.edu/cpe/adult-degree-completion-programs/>

Please use this checklist to see portfolio requirements.

# Students enrolling in the PORTFOLIO ASSESSMENT must complete:

Detailed cover letter explaining why this portfolio meets requirements.

Resume outlining experience.

Professional Experience Essay.

Proof of Certificates.

Proof of Hours.

Additional Artifacts to prove course student learning outcome achievement.

**WPUNJ** Syllabus for course .

The title page identifies the academic program of study and the course name and number.

The table of contents clearly categorizes all of the sections of the portfolio.

The letter of introduction explains and links the students’ prior learning to the course outcomes.

The portfolio includes the student’s education and career goals.

If applicable, the portfolio includes academic transcripts.

All of the major course outcomes have been addressed.

The narrative details the learning that was acquired and describes where the learning experience took place.

A complete copy of the student’s portfolio has been made for the student’s own records.