**Center for Degree Completion and Adult Learning**

1800 Valley Road, Wayne, NJ 07470

Phone: (973) 720-2354 / Email: 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.