



APPLE PORTFOLIO COURSE SHEET

To the Registrar's Office

My name: _____ ID no. : _____

Academic program: _____

I hereby apply for A.P.P.L.E. credit for the following course:

Course ID and title: _____

I have attached a list of the objectives for the course, taken from the syllabus.

For **each** objective, I have attached an 'Objective Attainment' sheet and the materials it calls for, **including** relevant documentation. (Note: where two or more objectives are very similar and covered by the same learning experiences, you may use one sheet.)

I have read and understood the 'A.P.P.L.E. Application Guidelines and Procedures.' I agree to pay the current assessment fee for this course.

Signature: _____ Date: _____

APPLE PORTFOLIO—OBJECTIVE ATTAINMENT

Course ID and title:

Objective #

I have attached the following to show how I have met this objective:

- Detailed description of specific learning experiences which helped me meet this objective. For each experience, I've included a summary of scope and content, date and location, name of supervising individual and/or body, and any evaluation done.
- Explanation of the ways in which the experiences helped me meet this objective.
- Documentation of these learning experiences, including some or all of the following:
 - Certificates showing completion of a seminar, attainment of a skill level, &c.
 - Work samples, e.g. videos/cassettes of presentations, lesson or activity plans
 - Copies of papers or publications
 - Learning logs
 - Job descriptions, performance appraisals, evaluations by supervisor
 - Evaluative reports or letters of recommendation, assessment of performance, &c.
 - Other evidence as appropriate.

Notes: a) if you do not include appropriate documentation, the faculty evaluator will not be allowed to state that you have met this objective; b) if you request a letter as part of your documentation, you must include the guidelines below in your request. Letters which do not follow these guidelines will not be considered.

Include the following in your request for a letter:

Prairie College's guidelines for letters supporting applications for APPLE (experiential learning) credit:

- 1) Use letterhead if possible. If not, please make sure contact information is included.
- 2) Describe what qualifies you to support the student's application: your background and training, your relationship with the student, how long it lasted, and the opportunities you had for observing the student's achievements.
- 3) Succinctly evaluate the student's achievements with regard to specific course objectives. Where possible, use examples or comparative statements to give us insight into your reasons for your assessment.
- 4) Send the letter to the student.

Your letter will be a significant piece of documentation for the student's claims to have reached specific course objectives.