



# PRAIRIE COLLEGE

## 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. I've explained the ways in which the experiences helped me meet this objective. (See example attached.)

- 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.

[Sample description and explanation—first checkbox above]

APPLE Portfolio

Nathan Garner

LD 469 Organizational Culture, Professor William Russell

Objective #3: Able to write concise, accurate, motivational organizational goals.

Experiences:

- 1) Read *Goals of a Healthy Ministry*, Robin B. Cousy (Brazos, 2008), and wrote a 1000-word book report on it as part of a leadership retreat for the Grandview Baptist Church, Grandview AB. June 23-25, 2010. Leader: Pastor Dan Brown. Chapters 6-8 deal with setting and expressing organizational goals. Letters from Rev. Dan Brown, Elder John Stainer attached. Copy book review attached.
- 2) Weekend seminar with Dynamic Leadership Inc. in Boston MA April 19-20, 2013. Seminar leader: Geoff Petry, MBA, holder of lifetime achievement award from International Association of Leadership Trainers. Outline of sessions and certificate of completion attached. The afternoon session on both days dealt with writing and promoting organizational goals. Notes from the Saturday session attached (sorry for the handwriting—a lot of information!). Video of a similar session run by Mr Petry is on Youtube:  
<https://www.youtube.com/watch?v=5puwTrLRhmw>
- 3) Wrote first set of organizational goals for Camp Skitterwood, Red Lake, ON, a 185-acre camp (founded 1935) attracting approx. 1,000 campers of all ages throughout the year. Approx. 120 hours of work, including reviewing founding documents, interviewing current and past camp directors and staff, contacting other camps, circulating drafts and chairing a committee that put the goals into final form. The director at the time is deceased, so I've attached letters from the current director, Walt Bilton, and two members of the committee, Shawna Kemp and Steve Hawser. Summers of 2008 and 2009. Goals (practically unchanged) can be found at [www.campskittery.on/goals](http://www.campskittery.on/goals). Rough drafts, notes of committee meetings, and other documents in binder attached.