



**Online
Syllabus Cover Page—FALL 2008
Course Syllabus starts on page 2**

Please check back regularly for possible updates			Syllabus last Updated on July 9, 2008
Course number and title: APEL 390 Assessment of Prior Experiential Learning			
Course Delivery Mode: Online	CRN: 31862	Credits: 4	Gen Ed: (); (); ()
Instructor: Mary Koza		E-mail: mkoza@eou.edu	
Prerequisites: Approval of advisor and instructor; admission to EOU, Completion of the Degree Planning Workshop			
Additional Course Fees:			
The instructor may provide an updated syllabus at the start of the course. If so, be sure to follow the updated information provided by the instructor.			
Most online courses use the Blackboard course management system. However, it may not appear in your list of courses within Blackboard until the first day of the term. Please read the entire syllabus for course delivery information. IF the course uses Blackboard but you do not see it in your list of courses after the start of the term, contact your instructor for details. For more information about Blackboard, see the Welcome document at http://www.eou.edu/dde/webadv/BBinstruct.pdf .			
Verify with your syllabus whether a proctor is required for exams and if they require hard copy or on line formats http://www.ous.edu/webster/			
If you are new to online courses visit the EOU web site at: http://www.eou.edu/dde/Courses/HowToStart.htm for information on how to start your course. Be sure to look at the Dates and Deadlines for this term.			

IMPORTANT NOTICES:

The instructor for this course allows students **one term** for course completion.

Federal Financial Aid: Students who are receiving **federal financial aid** must complete this course in one term. Further financial aid information can be found at: <http://www.eou.edu/dde/webadv/finaid.html>

EOU E-Mail Account: EOU policy **REQUIRES** students to have access to their EOU email account for all electronic academic correspondence from EOU to students. Follow the [steps to access your e-mail account](#).

Student Code of Conduct: <http://www.eou.edu/saffairs/handbook/condct.html>

Computer & Telecommunications Acceptable Use Policy: <http://www.eou.edu/comp/aup.html>

Learning Disabilities: If you have a documented disability or suspect that you have a learning problem, please contact the Disability Services Office at 541-962-3081 or e-mail Pat Arnson parnson@eou.edu.

Turn in Assignments: Please read your syllabus carefully for assignment requirements. *For most courses which use Blackboard, assignments are submitted in Blackboard.* If you are to mail or fax your assignments to EOU, attach an Assignment Coversheet to each assignment. Assignment coversheets can be found at: <http://www.eou.edu/dde/webadv/forms/coversheets.html>. You can track the status of these assignments and exams at: <http://www.eou.edu/dde/Courses/Assign.htm>. If you are to submit your assignments electronically, enter the subject line as: [Your last name], [Course Prefix / Number], [brief description of assignment] and put your full name and course name on the first page of each attachment.

Questions:

Syllabi:	Lynne Tilley, ltilley@eou.edu 1-800-544-2195 x 6
Blackboard:	http://d2.parature.com/ics/support/default.asp?deptID=4330 1-866-517-3593
Online & Hard Copy Exams:	Travis Paulson, tpaulson@eou.edu 1-800-544-2195 x 8
Assignment/Exam Tracking:	Lynne Tilley, ltilley@eou.edu 1-800-544-2195 x 6



EASTERN OREGON UNIVERSITY
ONLINE
COURSE SYLLABUS

Assessment of Prior Experiential Learning

APEL 390 -- 4 credits

Online Mode

This syllabus is expected to be the syllabus that will be used during the term the course is taught. Assignments, evaluation/grading criteria, etc. should all be considered as accurate. No further syllabus will be issued for this course unless there is an unexpected last-minute change by the instructor. Consult the Eastern Oregon University Bookstore web site for current text and other course material ordering information -- <http://www.eou.edu/books/>.

Instructor: *Mary Koza*

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E-mail: mkoza@eou.edu

(e-mail is preferred means of communication)

Phone: 1-800-544-2195 or (541) 962-3475

Fax: 541-962-3627

Prerequisites for the Online Mode of Delivery for APEL 390:

Admission to EOU

Completion of the Degree Planning Workshop

Adviser Approval

Instructor Approval

Computer Technology Required: Access to the Web and email

Text: Koza/Walters(revised edition 2008), Assessment of Prior Experiential Learning Workbook

APEL Video

Optional Resources: Hacker, Diana, A Writer's Reference (Sixth Edition), ISBN: 0-312-26037-7 or a writing style guide of your preference

The general objective of APEL 390 is to help you present acquired learning from life/work experiences in a format that can be assessed for academic credit. The essay packet developed in the course is the means that allows you to legitimize the learning that you have received outside the classroom; it is the instrument used to describe, analyze and document your experiences/learning.

You will need to be in contact with your online or on-campus Academic Adviser during the period in which you are selecting a topic for your essay packet. Together you will review your degree-completion plan and ascertain the appropriate subject area in which to write your first essay.

On completion of the course, you should exhibit the following learning outcomes:

- Clarify your educational goals
- Understand of the characteristics of college-level learning
- Identify your prior learning experiences
- Organize your prior learning into categories and match those categories with college disciplines
- Understand what experiences constitute creditable learning
- Understand the differences between lower and upper division learning
- Develop competency statements
- Write a complete learning essay
- Know what constitutes documentation
- Prepare for EOU Faculty's assessment of your completed learning essay

Evaluation and grading

Assessment of Prior Experiential Learning (APEL 390) is a college level course from which you can gain four upper division quarter hours of credit. APEL 390 is graded on an S/U basis. **You are expected to access the WEB course at least twice per week and follow the weekly schedule as outlined in the schedule listed on the WEB.** The following course requirements must be completed at the end of the term in which you register for the workshop:

- Complete narrative/autobiography (2-4 pages typed double spaced)
- Complete an experience list
- Submit examples of three competency statements
- Submit at least one experiential learning essay to the APEL 390 instructor (typed double spaced)

Upon completion of APEL 390 and the compilation of an instructor-approved essay packet, you may request that the instructor submit the essay packet to EOU's Academic and Career Advising Office to be forwarded to a EOU faculty for further evaluation of academic credit.

Getting started in the course

You must order the Assessment of Prior Experiential Learning Workbook and Video and any of the optional course resources from the Eastern Oregon University Bookstore, 1-800-667-3270 or <http://www.eou.edu/books/> . Blackboard is the WEB course shell that will be used for APEL 390. You will be provided information about accessing this WEB class in the week prior to the course. Immediately go to the WEB site and make certain you can enter the course prior to the beginning of class. Explicit directions for using Blackboard will be provided in the first week of class. If you do not receive the preliminary instructions on how to access the course or if you

have problems, e-mail your instructor immediately. **You should definitely have e-mail contact with your instructor prior to the first day of the term!** If you haven't heard, there may be a communication problem. Please take the initiative to email: mkoza@eou.edu.

Syllabus prepared by Mary Koza
July 2008
