

## Sample Format for Life Experience Portfolio

The Bible places a very high priority on learning through the experiences of life, even higher than on classroom learning.

### **Credit can be awarded when you demonstrate two things:**

1. You spent a certain number of hours in a learning experience, and
2. You learned something.

### **What life experiences can be applied toward each degree?**

**Bachelor degrees** tend to deal with general studies. Therefore, Life Experience credits applied to undergraduate degrees may come from any and all life learning experiences.

**Graduate-level degrees** involve *specialized training*, so any Life Experience credits applied to graduate degrees must be from actual training in the specialized area which relates to the degree title being awarded. This means *actual training seminars and courses attended, and books read, not just the fact that you worked in the area.*

### **Submit the following:**

**Jobs (with titles) that I held.** Length of time I held them. Average hours per week involved in the job. Total estimated number of hours I spent. Job responsibilities included.... Skills and lessons I learned were.... (Complete these steps for EACH job or ministry you have performed.) Two examples are below:

#### **Sunday School teacher of teenagers at Calvary Church (1996-1998)**

Estimated hours involved – 3 hours per week – 300 hours

**Lessons learned: how to hold a class' attention;** how to impart life change; conflict resolution skills; covered the book of Acts in-depth; covered dating and marriage in-depth.

#### **Receptionist in office for three years at Harpers, Inc. (1997-2000)**

Estimated hours involved – 40 hours per week – 6000 hours

**Lessons learned: typing;** computer skills with Microsoft Word, Access and PowerPoint; filing; telephone conversation skills; management of two other employees.

1. Conferences I have attended... titles ... hours involved... lessons learned

2. Conferences I have led... titles... hours involved... lessons learned

Sermons I have preached... titles

Books I have read... listed by title and author with number of pages

Other ministry activities I have been involved in... description of them, length of time and lessons learned

Other activities I have been involved in... description of them, length of time and lessons learned

Provide third-party documentation whenever possible to verify the above activities. This could include newspaper articles, church bulletins, certificates, etc. Also, provide two character endorsements from those under whom you have worked.

Submit with \$100 payment (check, Visa, MasterCard or American Express – card number, expiration date and validation code required) Final bill will be \$13.33 per credit received. Your \$100 deposit will be applied toward this transfer fee