Work and Life Experience Portfolio Checklist

- 1. The Work and Life Experience Portfolio (WLEP) is sturdily bound.
- 2. The WLEP is in Times New Roman 12 Point Font Type.
- 3. The Title Page contains all the information in the WLEP Guidelines.
- 4. A Table of Contents.
- 5. Section I-Portfolio Summary Title Page.
- 6. Section I-Portfolio Summary Table I to document the number of clock hours.
- 7. Section II-Supporting Documentation Letters Title Page.
- 8. Supporting Letters of Documentation Arranged in the same order as Section I, Table I.
- 9. Supporting Letters are on some form of official letterhead and signed in BLUE INK.
- 10. Supporting Letters are correctly addressed according to the WLEP Guidelines.
- 11. Supporting Letters use the correct salutation contained in the WLEP Guidelines.
- 12. Supporting Letters document not only the clock hours but the RBA Program Outcomes.
- 13. Supporting Letters document the Program Learning Outcomes of the Department.
- 14. Section III-Introduction and RBA Program Learning Outcomes Title Page.
- 15. Section III-Introduction and RBA Program Learning Outcomes centered at the top.
- 16. A Brief Autobiographical Sketch Underlined and on the left margin.
- 17. A 2-3 page autobiography that contains the 7 items in the WLEP Guidelines.
- 18. Insert a Page Break at the end of A Brief Autobiographical Sketch.
- 19. Insert a title page John Doe; A Professional Resume.
- 20. Insert a current updated Professional resume not to exceed two pages.
- 21. Insert a Page Break at the end of your Professional Resume.
- 22. Insert a Page that has the following title centered at the top of the page.
- 23. Insert RBA Outcome I.
- 24. Insert A. Personal Goals.
- 25. Insert B. Career Goals.
- 26. Insert RBA Outcome II.
- 27. Insert RBA Outcome III.
- 28. Insert RBA Outcome IV.
- 29. Insert RBA Outcome V.
- 30. Section IV-Academic Program Learning Outcomes Title Page.
- 31. Academic Department Program Learning Outcome I.
- 32. Continue this until all outcomes are addressed.
- 33. Section V-Writing Samples of Work or Life Experiences.
- 34. Writing Sample I.
- 35. Then the Writing sample.
- 36. Writing Sample II.
- 37. Then the Writing Sample.
- 38. Writing Sample III.
- 39. Then the Writing Sample.
- 40. Obtain A Bill for the portfolio from the RBA Coordinator.
- 41. Pay the Bill at the Cashier's Office.
- 42. Bring the Receipt to the RBA Coordinator and turn in the portfolio.