

Graduate New/Change Policy Proposal

Form Procedure

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Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name: * Becky Copper Glenz

Members of the Graduate Curriculum Committee or Department requesting this change:

*In collaboration with the Engineering Technology Department - Developed for M.S. Construction Management program - Nirajan Mani

This group is part of: An Academic Department
 An Administrative Department

Administrative Department

Department: * SGOCE

Are you the Head of the Department Above? * Yes, I am the Head of the Department Above.
 I will enter the name and email address of our Department Head.

Program Chair The Program Chair for this request is among the people listed above.
* Yes
 No
 N/A

Policy Information

This proposal is to a Policy that is:

* New Policy
 Policy Change

Describe the New Policy or Policy Change:

* Adding a 3 credit Prior Learning Assessment (PLA) through Portfolio option for M.S. Construction Management Students. This is the first PLA option that will be available for a graduate program at Fitchburg State. This policy and process will serve as a foundation for other graduate programs that might decide to offer a PLA option as well.

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):

* The Prior Learning Assessment (PLA) through portfolio option allows students the opportunity to have those life-long industry experiences evaluated as educational experiences. If a student meets PLA credit criteria requirement or has an active Certified Construction Manager license, they can substitute 3 credits for a graduate elective course in the M.S. Construction Management program. Note - Students in the 4+1 Construction management program are not eligible to to complete a PLA through portfolio for credit. PLA is not available graduate programs outside of Construction Management.

The criteria for 3 credits PLA are:

1. Industry experience: Minimum of six years of construction professional experiences (as a Responsible-In-Charge (RIC) role of minimum 4 years). (evidence: need resume and letter of references)
2. Teaching experiences (Optional): Minimum of two years experiences in high school (evidence: need a letter of appointment from administration)
3. Skills acquired from documented professional enhancement or development workshops (at least 100 hours), seminars and other training programs (evidence: need certificates or award letters) Optional
4. Evidence of leadership, services, and examinations (minimum of one year)
 - Community service (evidence: documents with minimum of one-year service)
 - Activity within professional organizations
 - Relevant experience gained via outside activity
 - Proficiency or competency examination other than those required and/or applied elsewhere with a candidate's degree program (evidence: need a record of the exams) (optional) • Military service courses, tests, professional specialties (evidence: need a record of the military discharge and tests documents) (optional) Students will be required to complete an essay describing how their professional experience relates to their academic experience at the graduate level. Students must complete the PLA process within two semesters after receiving approval to complete a PLA. If a submitted portfolio is not

approved, students have one opportunity to resubmit for credit.

Rationale and expected outcomes for new policy or change to existing policy:

Some students will come into the program with extensive industry experience. This allows students an opportunity to demonstrate how their professional experience and prior knowledge relates to their academic program and receive academic credit for that work. This also makes the program more competitive in the market as the cost of portfolio assessment is less than the cost of a 3 credit course. This creates a low cost option and demonstrates that we value a student's prior learning.

Implementation plan (what semester will new policy/policy change begin; will change be phased in)

The portfolio option will be available beginning fall 2023 or when the M.S. Construction Management program officially rolls out.

What is a portfolio?
A portfolio is a collection of materials that document learning that has occurred outside of a classroom and provides evidence that the learning equates with related undergraduate course work and associated academic credits. Prior learning outside of a classroom can be gained from a variety of sources including: job experience and training, community service, non-credit courses, workshops and seminars, teaching experience, military service etc. A portfolio also includes a written essay that summarizes the materials included in the packet and articulates how the prior learning experiences relates to the academic program the student is pursuing.

What do I do if I am interested?
• Review the requirements for portfolio assessment requirements and determine if you qualify.
• Submit the form, "Request to Complete a Portfolio for Credit" form for the M.S. Construction Management Program • If you have questions about the process you can contact gce@fitchburgstate.edu or at (978) 665-3182. The process 1. Review the checklist to determine qualifications 2. Submit your intent to complete a portfolio 3. Upon approval of your intent form you will be registered in a self-paced online course that will walk you through the portfolio process and you will be assigned a faculty reviewer. 4. Portfolio must be submitted electronically through the online course 2 weeks prior to the end of the semester in which it was started. 5. Your faculty reviewer has two weeks to review and grade the portfolio. 6. If the portfolio is not approved, students will have one opportunity to resubmit within the following semester.

Attach suggested execution or other supporting files not included in your text above.
Attach any letter (s) of support from professional agencies or others within or outside the university.

Signatures

...3933373439
Becky Copper Glenz 02/24/2023
Requester Signature Date

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Becky Copper Glenz 02/24/2023
SGOCE Dean Signature Date

Graduate Council

The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

Notifications

SGOCE Dean Initials Date

Graduate Council Chair Signature Date

Reviewed by the Registrar: Date

Approval of the President Date