

CPL Portfolio Template & Checklist

Section 1: Title Page

Your name, portfolio title, Simmons program, date, table of contents

Section 2: Explanation of Educational Goals (1/2 page)

Your educational goals and the connection of your prior learning to these goals

- Identify your educational goals: What have you wanted to learn in the past? What do you hope to learn as you complete your degree at Simmons? How will what you learn further your professional and/or personal growth?
- Explain how your prior learning will help you achieve your educational goals.

Section 3: Learning Narrative (10 pages max.)

Written description and reflection on college-level learning

- Write a chronological description of what you've done through work or life experiences in the years after high school and reflect on what you've learned.
- Give specific examples to illustrate what you've done and learned.
- Only include what you think qualifies as college-level learning.
- Use formal language (i.e., not conversational) and a formal writing style (i.e., correct punctuation, grammar, and spelling).

Example One:

Working in the same industry, you advanced professionally over the years.

- As you progressed professionally, how did your responsibilities change?
What new knowledge and skills did you need as you advanced and how did you acquire these? **Description**
- What did you learn (knowledge and skills) as your career progressed?
What kinds of new problems did you solve?
Did you have any failures and what did you learn from these?
How did you apply what you learned in different situations?
Were you able to transfer the knowledge and skills you acquired in the job you just described to a different job?
How have you grown professionally and personally?
What conclusions do you draw about being successful in this type of job, this type of industry? **Reflection**

Example Two:

Growing up, you spoke two languages: one at home and in your community and a different one at school and in the larger society.

- Describe your use of the two languages (when, where, how and/or why did you use the languages?). **Description**
- What have you learned (knowledge and skills) about...?
 - acquiring another language
 - communicating in different languages
 - navigating different cultures/values/beliefs
 - accepting or rejecting attitudes/beliefs
- What have you learned about language and identity?
- What challenges have you faced and how have or haven't you resolved them? What did you learn from these challenges?
- What conclusions do you draw about people who speak other languages?
- What do you conclude about the perceptions of society towards speakers of other languages?
- Given your language skills, how have you grown over the years? **Reflection**

Section 4: Supporting Materials

Gather 3-5 materials that document or verify what you say you've learned. For example:

- letters of recommendation/verification
- training certificates
- your original work materials
- job descriptions

Section 5: Resume

Section 6: CPL evaluation form