

Credit by Portfolio

Guidelines for CEP101

Students: If you wish to apply for academic credit in CEP101, Civic Engagement Practicum, through submission of a portfolio, you will be required to supply these materials to the Think Civically Group, chaired by Lisa Lawrason (lisalawrason@delta.edu). You must have evidence of effectively meeting all course outcomes to be eligible for credit-by-portfolio. This credit, if received, may not be transferrable to another institution but will meet the AA and AS civic engagement graduation requirement at Delta.

Students must address each course outcome for CEP101 separately and demonstrate meeting these outcomes in a word-processed paper, complete with in-text citations and a bibliography, either in MLA or APA format (examples of these formats can be viewed on the Delta College Library website under Research Tips). Any portfolio without properly cited sources will not be considered for credit. Page requirements for demonstrating understanding of each outcome are listed below. Formatting should be as follows: Times New Roman, 12-point font, one-inch margins, double spaced. Students completing the portfolio are advised to consult with Lisa Lawrason to ensure requirements are properly met.

15 hours of non-classroom hours of public activity

- Hours must be documented and verified by someone within an organization/campaign/initiative with which you worked. Student must provide contact information, including address, e-mail and phone number of the organization and supervisor with which he/she performed 15 hours.
- Hours must have been completed within 6 months prior to the student seeking credit by portfolio.
- Work must be more than simply “volunteering” or “giving back” to the community. Work must be performed in the context of understanding conditions and contexts (historical, economic, social or political) of social problems. (For example, working to address why people are hungry, rather than simply serving lunch at a soup kitchen.)
- Student should include any supporting documentation to demonstrate competency as it relates to the course outcomes/objectives. This may include brochures, certifications, awards, photographs, videos, etc.

Assess a public problem or issue (2 pages)

- Demonstrate understanding of the conditions and contexts of social problem(s).
- Investigate root causes or problems of the issue toward which the 15 hours of public activity was devoted and the strategies to prevent them.

Identify one’s own civic and cultural values (1 page)

- Access how the student has formulated values and interests (on the issue to which the student devoted 15 hours of public activity), based on life experiences and background.
- Identify how one’s interests and values connect them to a common problem or issue in their community

Formulate and implement a plan to address the public problem or issue (1 pages)



- Demonstrate an understanding of how political, social, or economic institutions and/or processes can be used to address community problem or issue identified above.

Reflect on issues encountered and insights gained from engagement in the public activity (1 pages)

- Student should reflect on the civic engagement hours and what he/she will be taking away from it, including lessons learned, how the knowledge and experience might affect his/her life moving forward, how knowledge and skills gained may be put to work to address issues in the future.

Any portfolio will only be considered ONCE by the Think Civically Resource Group. Revisions are not permitted after it has been submitted; as such, students are encouraged to meet with civic engagement resource group chair Lisa Lawrason (lisalawrason@delta.edu) prior to submitting the portfolio.

If the credit-by-portfolio has been accepted by the Civic Engagement Resource Group, the student must complete the "Credit by Portfolio Application" available from Counseling and Advising.

Portfolios should be dropped off or mailed in hard-copy form to:

Lisa Lawrason
Office G122
Delta College
1961 Delta Rd.
University Center, MI 48710