



## **FACULTY EXPECTATIONS IN FIRE SERVICES ADMINISTRATION RE. PORTFOLIO ESSAYS**

- ❖ **The general philosophy of above-named discipline regarding Assessment of Prior Experiential Learning essays may be summarized as follows:**

Essays are to be clearly written, properly organized, and grammatically correct. Examples of prior learning experience should demonstrate a thorough understanding of the basic principles, concepts, and theories within a particular area of that discipline.

- ❖ **Describe the nature of any dialogue expected between faculty in above-named discipline and students preparing portfolio essays in the discipline.**

The student should not ordinarily need any dialogue with the faculty reader if the student has completed the Portfolio Assessment of Prior Learning course and has also received adequate guidance from the portfolio adviser.

- ❖ **Describe the nature of any specific requirements the above-named discipline will have regarding contents of the portfolio materials i.e., documentation, essay, bibliography were applicable, etc.**

Students preparing portfolio materials for credit in Fire Services Administration will enhance their chances of earning the desired credit when essays are tied to specific fields of study in the functional areas of the discipline. The essay is required to document relevant experience and all research must include an adequate and appropriate bibliography written to the APA style standard.

- ❖ **Describe issues regarding the general turnaround time for review of portfolio materials in the above-named discipline.**

The normal turnaround time for review of portfolio materials will be 2 to 3 weeks. Any anticipated deviations from this schedule will be communicated to program administrators as far in advance as is feasible.

- ❖ **Provide any additional information that will help portfolio students in developing materials for faculty review in the above-named discipline.**

Students should provide detailed examples that demonstrate a balance of personal experience and acquired knowledge related directly to Fire Services Administration.

/s/ Sam Phillips

January 14, 2013

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Faculty Submitting Information