



In order to earn college credit toward an established course offered by Applied Professional Training (APT), students are encouraged to write and submit an Experiential Learning Credit (ELC) essay by documenting life and work experiences that demonstrate mastery of the subject. Once received, APT's Credit Evaluation Committee (CEC) will review the essay and award up to three (3) college credits if the CEC is convinced that such experiences are equivalent to the learning outcomes of an APT course.

Students should note that Experiential Learning Credits awarded by APT are not transferable to another institution in the way credit for actual courses completed at APT would be.

Steps for Success: Follow this guide to help you create an ELC essay

1. Choose an area of your expertise that you have sufficient knowledge and experience to earn college credit awarded through the ELC process.
2. Go to the APT course offerings website by selecting "Title" and then clicking on the course you wish to challenge: <http://www.aptc.edu/OurCourses/TelecomCourse.aspx>.
3. View the course description.
 - a. Does it match your knowledge and expertise? If not, you will need to revisit the course listings to see if you can find a better match. Keep searching for the best match given your level of experience.
4. After you have made your choice, read the course description and identify key words that describe special attributes of the course. These attributes are usually key words which help define learning outcomes.
 - a. You must address all the topics and sub-topics in the course. If you cannot address all the key topics you may not receive full credit for the course.

Components of the Essay

The Introductory Paragraph

Begin the essay with the introductory paragraph. This very important paragraph will assist you and the reader. The first task is to get the reader's interest with a general introduction to the subject area. Then move to a more specific and perhaps personal reference. Finally, state precisely what will be discussed in the essay.

The Body of the Essay

In the body of the essay, you want to demonstrate your full knowledge and intellectual skills on the subject. Both knowledge and experience must be included in your essay, but of the areas, emphasize knowledge. Your experience will be a thread through the essay as you include it to explain a source of knowledge, an application of knowledge, or as an illustration of a principle, such as in giving examples from your experience.

To fully develop the body of the essay, you should include paragraphs on each of the areas mentioned in the introductory paragraph. In these "body" paragraphs, discuss knowledge, principles, sources, applications, and other material related to your main topic.

Remember, the evaluators will be looking for evidence of subject understanding, not just that you know how to do something, but that you can also explain why, i.e., evidence that you have thought about the knowledge and that you can manipulate it, explain it, show what it means, how it works, and so forth.



The Conclusion

Briefly recap the subject of your paper in a concluding paragraph.

Proposed Essay Outline

1. Introduction
2. (Body)
 - a. Sub-topic 1
 - i. Concrete Experience
 - ii. Demonstration of concept knowledge and mastery
 - iii. Application
 - b. Sub-topic 2
 - i. Concrete Experience
 - ii. Demonstration of concept knowledge and mastery
 - iii. Application
 - c. Sub-topic-3
 - i. Concrete Experience
 - ii. Demonstration of concept knowledge and mastery
 - iii. Application
3. Conclusion

How ELCs Are Evaluated

1. Knowledge and Experience

The CEC will examine your essay to see that it contains demonstrated knowledge and mastery of the associated theory as well as hands-on experience. Your experience provides a frame of reference for your knowledge. As such, you need to indicate how you acquired this knowledge. If your experience included reading, the evaluators will want to know what you read, why you were interested in reading it, and how you have used the knowledge gained. Blend your experiences with the reflections and concepts learned. Use examples from your experience to illustrate the learning outcomes. Be certain to discuss how you have applied or used your knowledge.

2. Evidence of Comprehension and Mental Processing

CEC evaluators look for evidence of comprehension of the learning experience. It is not sufficient, for example, just to present a fact or principle. An evaluator might respond by saying, "So what? Does the student understand what this means or implies? Can the student explain it? Is there evidence that the student has thought about this knowledge or what can be done with it?" The evaluator is looking for evidence that you have interacted with the knowledge and, in doing so, gained an understanding of it.

3. College Level Learning

The CEC evaluator is looking for college equivalent knowledge. The purpose of evaluation is not to attempt to credit all learning, but to credit only the subject areas normally studied within a college or university setting.