

*To be completed jointly by the student with the faculty member
Who teaches the course for which PLAR application is made.*

The University of Prince Edward Island

PRIOR LEARNING ASSESSMENT AGREEMENT WITH FACULTY

- Student to complete this form in consultation with the course instructor / department chair.
- Pay fee at Accounting Office.
- Return completed form to the PLAR Coordinator at the address on the second page.

Date: _____

Student Name: _____ **UPEI ID#:** _____

How can we reach you during the day? Tel: _____ **; Tel:** _____

Email Address: _____

Course Number: _____

Course Title: _____

Instructor Name: _____

Instructor Phone #: _____

Instructor Email: _____

The PLAR Coordinator has arranged for you, the faculty member and the student to communicate, preferably in person, to discuss the feasibility of PLAR for a specific body of knowledge. Through this conversation, the faculty member will describe the curriculum, and his/her expectations of any student who follows this course. Provision of a syllabus to the student is highly recommended. The student will describe his/her relevant learning, with a focus on how it matches the course content and intent. Together you will negotiate terms of the PLAR submission.

AGREED METHODS OF ASSESSMENT: It is assumed that a **portfolio presentation is the main vehicle in this PLAR process**. Is there a supplemental process that is desirable to round out the assessment? Please check **any other requirement:**

	Due Dates		Due Dates
<input type="checkbox"/> Demonstration	_____	<input type="checkbox"/> Interview	_____
<input type="checkbox"/> Presentation	_____	<input type="checkbox"/> Other (please specify)	_____

RE: PORTFOLIO SUBMISSION: (to be completed by student)

- ☐ I will submit copies, and retain originals for my records.
- ☐ I understand that the University of Prince Edward Island is not responsible for loss or damage to original documents.
- ☐ The contents of my portfolio will be my own work.
- ☐ I understand that the turnaround time for PLAR assessment is three months from submission date, and that credit is not guaranteed through this assessment process.

Student Signature	Date
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Faculty Member Signature	Date
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Dean/Department Chair Signature	Date
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Return completed form in hard copy or by email to:

PLAR Coordinator, Office of Skills Development and Learning
Robertson Library, UPEI, 550 University Avenue Charlottetown, PE C1A 4P3 Email:
plar@upei.ca