**General iPLA Guide**

|  |
| --- |
| Competency 1: Identify your Learning |
| Activity 1: Name the Topic of your Learning In what area did you learn? To the best of your ability, name the topic of your learning (e.g., human services delivery, ballet technique, food safety, curriculum development for early childhood, customer service, etc.). |
| Activity 2: Describe how you Gained your Learning  1. How did you gain your knowledge of this particular topic? (e.g., on-the-job experience, job-related training\*, self-study, non-credit course, etc.) 2. Over what period of time did this learning take place? 3. In what ways have other people been part of your learning in this area?   \*Some training may be pre-approved for credits; check with your mentor. |
| Activity 3: Describe your Learning Identify key categories you have learned about your topic.   1. To identify these categories, consider the following:  * What has interested you in learning about this topic? * What ideas do you keep coming back to when you think about this topic? * When you think about what you do in a typical work day, what knowledge and skills do those daily activities require? * Consider what you knew about this topic before you learned it. What’s different about your knowledge now? * If you were to write a book about this topic, what would your chapter headings be?   You may identify key categories of learning about your topic by making a list, creating a web or mind map, or using a format that makes sense to you and can be understood by another person.   1. Once you have listed key categories that you know about this topic, describe each category in more detail. In your own words, what are the main things you learned within each category? |

|  |
| --- |
| Competency 2: Use your Learning |
| Activity 1: Analyze a Specific Challenge & Solution  1. Describe a *specific* problem or challenge that you encountered related to your topic of learning. 2. Explain *how* you approached this problem. 3. Explain *why* you approached it this way. 4. What would you do differently if faced again with this problem or challenge? |
| Activity 2: Identify Learning from Challenges  1. For your learning area overall, what topics were challenging for you to learn? 2. What procedures did you develop or use to overcome these challenges? 3. What have you learned from these challenges? |
| Activity 3: Explain Learning in New Situations Explain how you have applied your knowledge/how you would apply your knowledge in a *new* *and different* setting, outside of the original one in which it occurred. |

|  |
| --- |
| Competency 3: Position your Learning |
| Activity 1: Link your Learning In what ways does your knowledge in this field relate to other knowledge you already had? |
| Activity 2: Place your Learning in a Broader Context  1. What informal, general rules have you developed for yourself as a practitioner in this field? 2. More globally, what does a professional in this field need to know? 3. How has this field evolved over time, and where do you see this field heading? 4. If you were to teach others about this area, what topics would you teach? |
| Activity 3: Explain Ethical Considerations Please answer EITHER 1 OR 2   1. Describe any experiences you have had encountering/resolving ethical considerations in this area. If there are any codes of ethics related to this area, explain how they influenced your experience and actions. 2. If you have not encountered any ethical considerations yourself, explain your insights into ethical issues in this field that are controversial or are still being developed. |

|  |
| --- |
| Competency 4: Communicate your Learning |
| Activity 1: Articulate/Demonstrate your Competencies Review all of the pieces you’ve done through the competencies. Put your answers together to tell a story/make a presentation about your learning, discussing current learning and areas of growth over time.  Please offer your story/presentation in whatever format you choose (e.g., writing, audio file, video, blog/website, etc.). Make the explanation of your learning coherent and comprehensive, so that it includes all of the competencies. |
| Activity 2: Anticipate Interview Questions What kinds of questions do you anticipate being asked?  If you were interviewing others about this knowledge, what would you ask? |
| Activity 3: Prepare for Evaluation  1. How easy/difficult was it for you to provide the information – to develop details and examples – to fully answer the questions for each competency? Did you have an easier time with some competencies than others? Please explain. (You may want to use the rubric below to see which descriptions best relate to your experience.) 2. If you identified areas within your topic that you may still need to learn, or need to develop further, how would you go about this learning? What questions would you ask yourself to learn more about these areas? What research and resources would you use? |