

# **RTABI SCHOOL PORTFOLIO - CURRICULUM VITAE**

All students enrolled in an undergraduate degree program at Releasing The Anointing Biblical Institute are required to complete a Student Portfolio (Curriculum Vitae) which summarizes the learning acquired for academic, person and professional experiences. Since the portfolio is an integral part of the course work students may receive up to 4 credit hours for this portion of the curriculum, all students must complete the portfolio regardless of the number of transfer credits they may have accumulated prior to enrolling at R.T.A.B.I.

The preparation of the portfolio has two main purposes: (1) It provides a means by which students may petition for Accumulative Life Experience (ALE) credits applicable to their degree, and (2) it provides students the opportunity to summarize and evaluate experiences they bring with them to the program. Letter grades are not assigned to prior learning (ALE) credit earned through the portfolio.

A required part of each degree program at R.T.A.B.I. is development of a student portfolio (Curriculum Vitae); the successful completion of the portfolio partially fulfills the course requirements. First, the portfolio will be reviewed by the faculty advisor. After the Institute staff examines the portfolio it will be submitted to an Assessment Committee for evaluation and credit recommendations. In cases where the portfolio needs improvement the student will be notified of what needs to be corrected.

## General Guidelines

This list describes the guidelines for developing the portfolio. It is necessary to fulfill all these requirements. An outline of the 22 sections (A –V) to be included in the portfolio is contained in this School Catalog and Student Handbook.

1. The contents of the portfolio must be contained in a large sturdy 3 ring binder or notebook at least three inches in width.
2. A pocket on the front inside cover of the binder must be included for R.T.A.B.I. documents.
3. The students name and degree program should appear on the front cover of binder.
4. All materials, except for bulky documents should be contained in non-glare plastic sheet protectors that open at the top. Use both sides of the protectors.
5. Each section of the portfolio must be clearly separate and labeled by dividers.
6. All pages of the portfolio except dividers must be numbered consecutively. (For ease, small adhesive dots may be numbered and attached to the clear plastic sheets rather than typing the numbers at the bottom of each page.

7. All student written or constructed materials must be typed double spaced on regular sized paper (8.5 x 11 inches). Margins should be at least one inch on all sides. (See individual sections for specific formats).
8. All documentations and certificates should be copies rather than originals. However, originals must be provided upon request by the Institute.
9. A copy of all pages in the portfolio should be retained by the student.
10. All materials must be proofread for typographical and grammatical errors.

### Preface to the Portfolio

Following information must precede the 22 sections (A-V) of the portfolio:

1. Title Page: Student Name and Degree Program
2. Autobiography at least 10 typed double spaced pages for undergraduate and master's degree students and 20 pages for doctoral students.
3. Table of Contents include the 22 sections of the portfolio with their beginning page numbers. Also list the learning experience petitions and their beginning page numbers. These pages will contain information derived from other areas of the portfolio such as page numbers; therefore these pages generally cannot be completed until all section of the portfolio has been developed.

### Autobiography

The autobiography is a student written account detailing the significant postsecondary school education experiences in the student's life. At this point in the portfolio the student have the opportunity to highlight those events or occurrences which contributed to their professional and personal growth and development. The purpose of the autobiography is to introduce the student and help identify possible topics for Accumulative Life Experience (ALE) credit.

The autobiography must be 25 typewritten double spaced pages (40 pages for doctoral students). It must be written narrative form following proper grammatical rules and expository format. **A resume is not acceptable** although it is advisable to construct an outline to assist in writing the autobiography.

The autobiography should reflect the growth and development of the students adult life. Generally, the narrative is in chronological order beginning with high school graduation and progressing to the present. However, if significant occurrences in childhood affect the student's behavior, personality, attitude in the adult life these events may be mentioned briefly in this section.

### Suggested Approaches

1. Identify at least ten significant events in your life from high school until present and describe these events and incorporate them into a narrative about your life.

2. Categorize and describe the areas of your life which you feel are most important

For Example:

Ministry  
Marriage  
Education

Military  
Community  
Hobbies

Professional  
Family  
Other personal experiences

3. View the autobiography as a way of introducing yourself. In other words: "This is my life or ... this is what happened to me ... this is why I am the person I am today."

4. Credit is not specifically granted for this section. However the autobiography is vitally important to the portfolio since it is the foundation for the Accumulative Life Experience (ALE) credits awarded to the student.

### Releasing The Anointing Biblical Institute

#### STUDENT PORTFOLIO

(Curriculum Vitae)

DO NOT SUBMIT THE STUDENT RESUME UNTIL YOU ARE ADMITTED TO THE INSTITUTE. CREDIT IS AWARDED FOR PROPER COMPETION OF THIS ASSIGNMENT.

Name \_\_\_\_\_ S.S. No. \_\_\_\_\_

Note that each lettered entry has a portfolio line which identifies the kind of supporting documents needed in the accompany portfolio.

Attach extra sheets as necessary. Check right hand column to indicate documentation if included in portfolio

#### EDUCATION

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Date completed \_\_\_\_\_

(A) College / University Name \_\_\_\_\_  
Attendance (month and year) \_\_\_\_\_ Did you graduate?  Yes  No  
Major \_\_\_\_\_ Degree \_\_\_\_\_  
City/State \_\_\_\_\_  
Number of Credits \_\_\_\_\_

**PORTFOLIO: OFFICIAL TRANSCRIPTS ARE REQUIRED WITH SCHOOL SEAL AND REGISTRAR'S SIGNATURE.**

(B) Technical / Trade / Military

Attendance (month and year) \_\_\_\_\_

Major \_\_\_\_\_

Instructional \_\_\_\_\_

Vocational School Name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Contact Hours \_\_\_\_\_

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(C) Home Study Course

Attendance (month and year) \_\_\_\_\_

Subject \_\_\_\_\_

Hours of Correspondence \_\_\_\_\_

School Name \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Preparation \_\_\_\_\_

**PORTFOLIO: Certificates and Diplomas (photocopies) are required.**

(D) Employment History: Start with your most recent job and go back (10) years.

From	To	# of Months	Employer Name Address, City, State, Zip	Job Description

Please name the organizations you are affiliate, books you have written, Lecturer you have performed, Certificates, Programs, Letters of Confirmation that would enhance your Accumulative Life Experience (ALE).

