Biotech Work Experience

Credit for Prior Learning (CPL) Template

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This is a template for presenting what you have learned from your **experience working in the Biotechnology Industry.**

Credit potentially earned:

The credit your submission might earn will vary depending upon your work. Once you've submitted your draft, we will identify the most likely opportunities for you to earn course, general education, and/or elective credit. At that point, we may follow up with additional questions directly related to the specific learning opportunity.

Directions:

This template has four parts:

- Part 1: Date, name, title
- Part 2: Describe your experience.
- Part 3: Reflect upon and demonstrate your learning
- Part 4: Supporting documentation.

As you go through this template, skip the prompts that are not relevant to you.

In addition to writing your responses, you can choose to use audio or video recordings or other media for any part of this submission.

Keep in mind that a draft does not need to be perfected. You can use it as an opportunity to ask questions and get feedback before finalizing your submission.

Do cite any sources you use by linking to them in the text of your document, this includes linking to supporting documentation when you reference it in parts one and two as well as including it in list form in part three.

Once you have drafted your responses, please send your draft to umfcpl@maine.edu

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Part 1: The Basics

1. Today's date:
2. Your name:
3. Title that conveys your experience:

Part 2: Describe your Experience

Keep in mind that the more detail you provide about what you have done and what you have learned, the stronger the case you make for earning credit. However, answer ***only*** *the questions below that are relevant to your experience.*

1. What do you do? What is your role and responsibilities?
2. Where do you work?
3. How long have you been in your current position?
4. What training or structured professional development have you completed for work? Which has been the most impactful and why?
5. As part of your job, do you manage people, projects, teams, resources, and/or a place? If you answered yes to any of these, pick the appropriate follow up question(s) below. As much as possible, provide specific examples to show what you are describing.
    a. If you manage people, how many people do you manage? What are your responsibilities as a manager? For example, please tell if and how you provide training, do performance reviews, do staffing, manage conflicts, onboard, or mentor other employees. How did you learn to do this?
    b. If you manage projects, please describe the kinds of projects you manage and your project management process. How did you learn to do this?
    c. If you manage a team or teams, describe the nature of these teams. How many people are on a team? What do they do? How have you

built the team? How do you motivate the team? How have you created a team culture? How did you learn to do this?

d. If you manage resources such as a budget or inventory, tell what you manage and how you manage it. How did you learn to do this?

e. If you manage a place, such as a store or restaurant, describe what you do and how you do it. How did you learn to do this?

6. Do you use any software to do your job? For example, do you use Excel, SQL, Python, R, Tableau, Epic, Asna, Trello, PeopleSoft? If so, tell what you use and how you use it. In particular, tell if and how you use it for any of the following: to input data, to run reports, to create reports, to organize information, to analyze information, and/or to make decisions. How did you learn to do this?

7. As part of your job, do you maintain a laboratory journal or in other ways use written communication? If so, describe what you write and how it is used. Who is the audience for this writing? What is your primary goal when doing this writing (for example, speed, accuracy, clarity, detail, persuasion.)? What is your writing process? How did you learn to do this?

8. As part of your job, do you give presentations or otherwise use public speaking skills? If so, who are your audiences? What is your purpose? How did you learn to do this?

9. As part of your job do you collect and use data? If so, tell what kind of data you collect (e.g. qualitative data or quantitative data) and how you use it (e.g. team reports, quality assurance, or decision making). How did you learn to do this?

10. As part of your job do you use math for data analysis, experimental design, or other purposes? If so, give examples of how you used math. How did you learn to do this?

11. Take us through a recent day on your job. How did the day start? What happened in the next hour? What did you hear, see, do, smell, feel, think, wonder or worry about? Who did you talk to? About what? What did you do? How did it go? Do this for each hour on the job -- imagine you are describing this day for a film script, so provide as much sensory detail as you can. Finally, was this a typical day? Why or why not?

Part 3: Reflect on Your Learning

Reflecting backward:

1. How did your prior work, school, or life experiences prepare you for this job? Please provide specific examples.
2. How does this job compare to what you had expected it to be before you started?
3. What has been the most surprising thing about this job? Why?
4. What are 2-3 challenges that you have encountered on this job? For example, these might be, but are not limited to, challenges in learning how to do the job; working with, for, and/or managing others; navigating within an organization; dealing with conflict, cultural differences, biases, or discrimination. For each challenge, describe a specific example that illustrates the challenge and shows you responded to it at the time. What, if anything, would you do differently now?
5. If you were looking to hire someone to do your job, what should they know and be able to do?
6. What has been the impact of this job on your sense of yourself and your professional and/or personal development?
7. What are you most proud of about your work?

Reflecting Forward:

1. How are or will you apply what you have learned at work going forward? Consider not only professional, but also academic and personal goals.
2. What new skills, ways of thinking, questions, and/or interests have you developed as a result of your work experience?
3. What do you want to learn next in order to continue to grow and develop at work?

Part 4: Supporting Documentation

1. If you have engaged in any formal training at or for work, please send as much documentation as possible such as Certificates of Completion, workplace learning records, pictures of you at the training, links to web

pages describing the training.

2. If possible, a copy of your job description.

3. If possible, a copy of a recent workplace review of your work.

4. Copies of any awards or recognition you have received at work.

5. Letters of support from those you have worked for or with. A letter from someone who has supervised your work is the most useful, but letters from coworkers, collaborators, people you have managed, and clients or customers are also valuable. Ideally, these letters will include the following points:
    - How long and in what capacity has the person has known you
    - Their description of the work you do
    - Their assessment of your strengths with specific examples

6. A current copy of your resume.

Confused, overwhelmed, stuck?

Email umfcpl@maine.edu, we can help.