

ASSESSMENT PORTFOLIO WORKSHEET
2003-2004

Your assessment portfolio will be evaluated by educators and advisory committees and becomes the property of Moraine Park Technical College.

Program Name: Alcohol and Other Drug Abuse
Program Number: 10-550-1
Required DML: Demonstrations, Internships

Student Name:
MPTC Six-Digit Student ID #:
Semester of Program Acceptance:

***Choose only 1 or 2 artifacts per Learner Outcome to include in Assessment Portfolio.**

Directions: Your completed Assessment Portfolio is a requirement for graduation. Use this Worksheet as you gather artifacts for the required Direct Measures of Learning (DML) in your program. Use columns A and B to enter dates or titles of work that show evidence of your skills and abilities. In column C; use the following key to document the type(s) of evidence you will use to demonstrate growth and/or progress: 1 = Artifact from other coursework, 2 = Integrated in reflection, 3 = Draft or first effort at required DML, 4 = Other (specify). **Note:** These criteria will be used to verify your portfolio at the time of graduation.

	A	B	C
Contact Course Instructor If No Artifact Is Listed In This Column.	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
SUGGESTED ARTIFACT*			
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Apply crisis intervention strategies.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			
<i>550-112 Clients Rights, Confidentiality, and Ethics</i>			
<i>550-131 Crisis Management</i>			
Assess clients for substance abuse / dependence disorders.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			
Conduct clinical interviews.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			
<i>550-125 Counseling Skills and Practice</i>			
<i>550-140 Counseling Theory and Practice</i>			
<i>809-148 Developmental Psychology</i>			
<i>550-150 Family Systems</i>			
Demonstrate case management.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			
<i>550-131 Crisis Management</i>			
<i>550-150 Family Systems</i>			
Develop treatment plans.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			
<i>550-140 Counseling Theory and Practice</i>			
<i>809-148 Developmental Psychology</i>			
<i>550-150 Family Systems</i>			
<i>550-135 Special Issues in Treatment</i>			
Evaluate the effects of substance use on the human body.			
<i>550-156 AODA Internship 1</i>			
<i>550-157 AODA Internship 2</i>			

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Maintain clinical records.				
550-156 AODA Internship 1				
550-157 AODA Internship 2				
550-112 Clients Rights, Confidentiality, and Ethics				
Provide AODA education to clients.				
550-156 AODA Internship 1				
550-157 AODA Internship 2				
550-125 Counseling Skills and Practice				
550-140 Counseling Theory and Practice				
809-148 Developmental Psychology				
550-150 Family Systems				
Provide counseling services to clients.				
550-156 AODA Internship 1				
550-157 AODA Internship 2				
550-112 Clients Rights, Confidentiality, and Ethics				
550-125 Counseling Skills and Practice				
550-140 Counseling Theory and Practice				
809-148 Developmental Psychology				
550-150 Family Systems				
550-141 Group Facilitation				
550-135 Special Issues in Treatment				
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
801-195 Written Communication				
801-196 Oral / Interpersonal Communication OR 801-198 Speech				
Apply psychological principles to personal and professional relationships.				
809-198 Introduction to Psychology				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
809-195 Economics				
Determine mathematical concepts needed to solve an application.				
804-174 Survey of Mathematics				
Determine the impact of psychological and social factors have in shaping human behavior.				
809-198 Introduction to Psychology				
809-196 Introduction to Sociology				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
801-196 Oral / Interpersonal Communication OR 801-198 Speech				
Evaluate political, social, and scientific views on scientific topics.				
806-194 Contemporary Issues in Science				

General Education Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics</i>				
Elective OR Other Courses (course number and title)				
Core Abilities Indicate ___ Inventory and/or ___ Integrated in Reflections				
Work Cooperatively <i>Complete assigned tasks for team/group work.</i> <i>Use collaborative strategies to complete tasks.</i> <i>Exchange information, ideas, and opinions in a team/group setting.</i> <i>Show evidence of respect for diversity.</i>				
Act Responsibly <i>Complete assigned tasks according to prescribed deadlines.</i> <i>Complete assigned tasks according to prescribed criteria.</i> <i>Adhere to established attendance criteria.</i>				
Value Self Positively <i>Adapt hygiene and appearance to requirements of work and educational environment.</i> <i>Identify personal strengths and areas for improvement.</i> <i>Exchange information, ideas, and opinions in a team/group setting.</i> <i>Show evidence of respect for diversity.</i>				
Think Critically and Creatively <i>Distinguish between fact and opinion.</i> <i>Synthesize information from a variety of sources.</i> <i>Use problem-solving and decision-making strategies.</i> <i>Apply global perspective to decisions and actions.</i>				
Communicate Clearly <i>Use bias-free language.</i> <i>Use language that is free of obscenities.</i> <i>Apply listening skills.</i> <i>Apply standard rules of language structure including grammar, spelling, and punctuation.</i>				
Work Productively <i>Complete assigned tasks according to established conditions.</i> <i>Evaluate work using established criteria.</i>				
Learn Effectively <i>Use resources to meet learning needs.</i> <i>Organize information.</i> <i>Produce evidence of learning.</i>				