

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: Administrative Assistant
Program Number: 10-106-6
Required DML: Portfolio

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
SUGGESTED ARTIFACT*	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Contact Course Instructor If No Artifact Is Listed In This Column.			
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Apply organizational skills to occupational tasks. <i>106-142 Project Management Applications</i>	Final Project		
Apply problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project		
Apply technology skills to specific business projects. <i>106-133 Microsoft Office - Advanced Projects</i>	Projects that demonstrate skills in		
<i>103-161 Microsoft Office - Intermediate</i>	Excel, Access,		
<i>103-178 Desktop Publisher: PageMaker</i>	PageMaker, PP, and Integration		
Communicate business messages. <i>106-111 Business Communications</i>	Original correspondence		
<i>103-178 Desktop Publisher: PageMaker</i>	or Team Project		
Coordinate projects. <i>103-192 Microsoft Project</i>	Final Project		
<i>106-142 Project Management Applications 1</i>			
Manage electronic communications. <i>106-134 Communication Technologies</i>	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies.		
Demonstrate customer service. <i>106-122 Customer Service Applications</i>	Instructor Observation checklist.		
Format documents. <i>106-120 Document Processing</i>	Final In Basket or MS Word-Adv. Projects		
<i>106-121 Document Processing - Advanced</i>			
<i>106-123 Editing Applications</i>			
<i>106-159 Microsoft Word - Advanced</i>			

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
Manage storage and retrieval of records. <i>106-112 Information Storage and Retrieval</i> <i>106-123 Editing Applications</i> <i>106-159 Microsoft Word - Advanced</i>	Records Simulation Project.			
Research business information. <i>106-111 Business Communications</i>	Team Research Project			
Troubleshoot software problems. <i>106-188 Hardware/Software Support</i>	Troubleshooting Documentation			
General Education Learner Outcomes				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication</i> <i>801-196 Oral / Interpersonal Communication</i>				
Apply psychology principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</i>				
Determine mathematical concepts needed to solve an application. <i>804-174 Survey of Mathematics</i>				
Determine the impact psychological and social factors have in human behavior. <i>809-196 Introduction to Sociology</i> <i>809-199 Psychology of Human Relations</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision making. <i>801-196 Oral / Interpersonal Communication</i>				
Evaluate political, social, and scientific views on scientific topics. <i>806-194 Contemporary Issues in Science</i>				
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	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
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>				