



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: CIS - Network Specialist
Program Number: 10-107-8
Required DML: Portfolio/Artifacts

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
EXIT LEARNING OUTCOMES	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
Program Learner Outcomes			
Design networks.			
<i>107-152 Computer Network Installation</i>	Network Cable		
	Documentation Guide		
<i>107-173 Network Administration Concepts</i>	Network Directory Project		
<i>107-177 Designing Networks</i>	Network Diagram		
	Design Rationale		
Install a computer network structured cabling system.			
<i>107-152 Computer Network Installation</i>	Photo of Lab Exercise		
Install networks.			
<i>107-152 Computer Network Installation</i>	Network Cable		
	Documentation Guide		
Integrate data network services.			
<i>107-178 Microsoft Servers</i>	Check-off Sheet		
<i>107-179 Integration of Data Networks</i>	Final Project Documentation		
Perform tasks required of network administrators.			
<i>107-152 Computer Network Installation</i>	Network Cable		
	Documentation Guide		
	Photo of Lab Exercise		
	Check-off Sheet		
<i>107-174 Microsoft Network Administration</i>	Check-off Sheet		
<i>107-175 Novel Network Administration</i>	Step-by-Step Inst. Guide		
	Network Documentation		
<i>107-178 Microsoft Servers</i>	Check-off Sheet		
	VPN Project		
	Terminal Serv. Project		
Provide technical support for networks.			
<i>107-152 Computer Network Installation</i>	Check-off Sheets		
<i>107-174 Microsoft Network Administration</i>	Check-off Sheets		
<i>107-175 Novel Network Administration</i>	Step-by-Step Inst. Guide		
<i>107-176 Microsoft Workstations</i>	Check-off Sheets		

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
Set-up workstations in a network environment.				
<i>107-152 Computer Network Installation</i>				
<i>107-175 Novel Network Administration</i>				
<i>107-176 Microsoft Workstations</i>				
<i>107-178 Microsoft Servers</i>				
<i>107-179 Integration of Data Networks</i>				
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 psychological principles to personal and professional relationships.				
<i>809-198 Introduction to Psychology OR 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>804-175 Technical Math 1</i>				
Determine the impact of psychological and social factors have in shaping human behavior.				
<i>809-196 Introduction to Sociology</i>				
<i>809-198 Introduction to Psychology OR 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>804-175 Technical Math 1</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>						