

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: Child Care Services
Program Number: 31-307-1
Required DML: Capstones, Demonstrations

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			
Maintain relationships and communication with families. <i>307-168 Family / School / Community Relationships</i>			
Perform responsibilities of a child care provider/teacher. <i>307-138 Early Childhood Practicum 1</i> <i>307-139 Early Childhood Practicum 2</i>			
Promote developmentally appropriate practice group child care settings. <i>307-108 Introduction to Child Growth and Development</i>			
Provide a developmentally appropriate bias-free care environment for infants and toddlers. <i>307-172 Infant, Toddlers, and Caregivers 1</i>			
Provide accommodations for children with special needs. <i>307-163 Children with Special Needs</i>			
Provide developmentally appropriate play / learning experiences. <i>307-110 Creative Learning Activities 1</i> <i>307-112 Creative Learning Activities 2</i>			
Use developmentally appropriate communication and guidance techniques. <i>307-122 Guiding Child Behavior</i>			
General Education Learner Outcomes			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication</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>				