

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: Chiropractic Technician
Program Number: 31-523-1
Required DML: Demonstrations, Internships, 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
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			
Administer office procedures.			
<i>523-345 Chiropractic Office Management</i>			
<i>523-340 Chiropractic Office Procedures</i>			
Administer therapeutic modalities.			
<i>523-390 Chiropractic Internship</i>			
<i>523-370 Conjunctive Therapy</i>			
Assist in patient education.			
<i>523-371 Chiropractic Patient Teaching</i>			
Complete radiographic imaging.			
<i>523-355 Chiropractic Radiology - Positioning</i>			
<i>523-390 Chiropractic Internship</i>			
<i>523-351 Chiropractic Radiology - Dynamics</i>			
Explain basic Chiropractic Philosophy.			
<i>523-325 Chiropractic Nutrition</i>			
<i>523-310 Chiropractic Philosophy / Science</i>			
Implement marketing.			
<i>523-371 Chiropractic Patient Teaching</i>			
Maintain equipment.			
<i>523-351 Chiropractic Radiology - Dynamics</i>			
Manage financial accounts.			
<i>523-345 Chiropractic Office Management</i>			
<i>523-340 Chiropractic Office Procedures</i>			
Manage patient care documentation.			
<i>523-361 Chiropractic Exam</i>			
Operate equipment.			
<i>523-340 Chiropractic Office Procedures</i>			
<i>523-351 Chiropractic Radiology - Dynamics</i>			
<i>523-370 Conjunctive Therapy</i>			

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Perform basic examination procedures.				
<i>523-361 Chiropractic Exam</i>				
<i>523-390 Chiropractic Internship</i>				
*Choose only 1 or 2 artifacts per Learner Outcome to include in Assessment Portfolio.				
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>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>				
<i>806-189 General Anatomy and Physiology</i>				
<i>804-174 Survey of Mathematics</i>				
<i>809-196 Sociology</i>				
<i>809-195 Economics</i>				
<i>809-198 Introduction to Psychology or</i>				
<i>809-199 Psychology of Human Relations</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>				

Core Abilities (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
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>				