

**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:** Civil Engineering Technician  
**Program Number:** 10-607-5  
**Required DML:** Capstones, 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. <b>SUGGESTED ARTIFACT*</b>	<b>Artifact Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Evidence of Growth/Progress</b>
<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Apply surveying procedures and utilization of surveying equipment in the measurement of distance, elevations, and directions. <i>607-135 Surveying</i>	Project		
Calculate the forces in a wood and steel truss. <i>607-131 Structural Analysis 1</i>	Test		
Calculate the heat loss for a commercial building. <i>607-122 Construction - Mechanical</i>	Heat Loss Project		
Calculate the stress and strain in structural members. <i>607-132 Structural Analysis 2</i>	Test		
Determine the cost of labor and materials for a commercial building. <i>607-123 Construction Estimating</i>	Estimation Project		
Determine the load bearing capacity of soils. <i>607-138 Soils</i>	Project		
Develop a set of construction drawings for a wood framed building. <i>607-112 Architectural Drafting</i>	Project		
Develop a set of engineering construction drawings for a pre-cast concrete building. <i>607-114 Structural Drafting</i>	Project		
Develop a set of engineering construction drawings for a pre-engineered steel building. <i>607-114 Structural Drafting</i>	Project		
Develop a set of engineering construction drawings for a structural steel building. <i>607-114 Structural Drafting</i>	Project		
Develop a set of engineering construction drawings for a wood pole building. <i>607-114 Structural Drafting</i>	Project		
Draw a land area plan incorporating a closed traverse and legal description. <i>607-110 Drafting Fundamentals - Civil</i>	Project		

General Education Learner Outcomes	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
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>				
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>				
<b>Elective OR Other Courses (course number and title)</b>				
<b>Core Abilities    Indicate ___ Inventory and/or ___ Integrated in Reflections</b>				
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>				

<b>Core Abilities (cont.)</b>	<b>Suggested Artifact</b>	<b>Artifact Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Evidence of Growth/Progress</b>
<b>Think Critically and Creatively</b>				
<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>				
<b>Communicate Clearly</b>				
<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>				
<b>Work Productively</b>				
<i>Complete assigned tasks according to established conditions.</i>				
<i>Evaluate work using established criteria.</i>				
<b>Learn Effectively</b>				
<i>Use resources to meet learning needs.</i>				
<i>Organize information.</i>				
<i>Produce evidence of learning.</i>				