

**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:** Electrical Power Distribution  
**Program Number:** 31-413-2  
**Required DML:** Capstones

**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.

	<b>A</b>	<b>B</b>	<b>C</b>
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 safety rules to electrical power distribution work activities.			
<i>413-306 Maintenance and Troubleshooting 1</i>			
<i>413-316 Maintenance and Troubleshooting 2</i>			
Construct overhead electrical distribution systems.			
<i>413-304 Overhead Line Construction 1</i>			
<i>413-314 Overhead Line Construction 2</i>			
Construct underground electrical distribution systems.			
<i>413-313 Underground Distribution</i>			
Demonstrate the required physical skills for a line worker.			
<i>413-305 Overhead Equipment Installation 1</i>			
<i>413-314 Overhead Line Construction 2</i>			
Integrate electrical theory fundamentals with electrical distribution needs.			
<i>413-307 Electrical Theory and Safety 1</i>			
<i>413-317 Electrical Theory and Safety 2</i>			
Operate equipment associated with electrical power distribution.			
<i>413-305 Overhead Equipment Installation 1</i>			
<i>413-315 Overhead Equipment Installation 2</i>			
Provide single and three-phase service voltages.			
<i>413-305 Overhead Equipment Installation 1</i>			
<i>413-315 Overhead Equipment Installation 2</i>			
Utilize both hands to perform pole work.			
<i>413-314 Overhead Line Construction 2</i>			
<i>413-303 Pole Climbing Techniques</i>			
Work within a team setting.			
<i>413-304 Overhead Line Construction 1</i>			
<i>413-314 Overhead Line Construction 2</i>			
<b>General Education Learner Outcomes (on page 2)</b>			

<b>General Education Learner Outcomes</b>	<b>Suggested Artifact</b>	<b>Artifact Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Evidence of Growth/Progress</b>
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-310 Occupational Communication</i>				
Complete the process of identifying, developing, and applying technical principles of physics in scientific and industrial settings. <i>806-375 Applied Science</i>				
Determine mathematical concepts needed to solve an application. <i>806-375 Applied Science</i> <i>804-363 Occupational Math 4</i>				
Evaluate content, organization, support materials, credibility, and style of communication for decision-making. <i>809-300 Occupational Success Strategies</i>				
Perform mathematical calculations. <i>806-375 Applied Science</i> <i>804-363 Occupational Math 4</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>				
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>				

<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>
<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>				