

**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: Emergency Dispatch  
 Program Number: 31-555-1  
 Required DML: Portfolio/Artifacts

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of 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 Checklist 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. Artifact Linked to Outcome	B. Reflection Statement	C. Evidence of Growth/ Progress
<b>LEARNER OUTCOMES</b>			
Assess legal issues of an emergency dispatcher.			
Broadcast messages.			
Demonstrate public safety radio procedures.			
Determine telecommunicator responses to emergencies.			
Dispatch units to an incident.			
Interpret data received.			
Maintain public safety communication center records.			
Operate emergency dispatch equipment.			
Perform data entry.			
Respond to telephone requests for service.			
<b>GENERAL EDUCATION OUTCOMES</b>			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.			
801-310 Occupational Communication			
Evaluate content, organization, supporting materials, credibility, and style of communication for decision making.			
801-310 Occupational Communication			
<b>ELECTIVE OR OTHER COURSES (course number and title)</b>			
<b>CORE ABILITIES</b> Indicate ___ Inventory and/or ___ Integrated			
<b>Work Cooperatively</b>			
- Complete assigned tasks for team/group work.			
- Use collaborative strategies to complete tasks.			
- Exchange information, ideas, and opinions in a team/group setting.			
- Show evidence of respect for diversity.			
<b>Act Responsibly</b>			
- Complete assigned tasks according to prescribed deadlines.			
- Complete assigned task according to prescribed criteria.			
- Adhere to established attendance criteria.			

CORE ABILITIES (cont.)	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Value Self Positively			
- Adapt hygiene and appearance to requirements of work and educational environment.			
- Identify personal strengths and areas for improvement.			
- Exchange information, ideas, and opinions in a team/group setting.			
- Show evidence of respect for diversity.			
Think Critically and Creatively			
- Distinguish between fact and opinion.			
- Synthesize information from a variety of sources.			
- Use problem-solving and decision-making strategies.			
- Apply global perspective to decisions and actions.			
Communicate Clearly			
- Use bias-free language.			
- Use language that is free of obscenities.			
- Apply listening skills.			
- Apply standard rules of language structure including grammar, spelling, and punctuation.			
Work Productively			
- Complete assigned tasks according to established conditions.			
- Evaluate work using established criteria.			
Learn Effectively			
- Use resources to meet learning needs.			
- Organize information.			
- Produce evidence of learning.			