MORAINE PARK TECHNICAL COLLEGE

**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:** Farm Management
**Program Number:** 30-090-2
**Required DML:** 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.

| EXIT LEARNING OUTCOMES | Contact Course Instructor If No Artifact Is Listed In This Column. **SUGGESTED ARTIFACT*** | **A** **Artifact Linked to Outcome** | **B** **Reflection Statement** | **C** **Evidence of Growth/ Progress** |
|---|---|---|---|---|
| **Program Learner Outcomes** | | | | |
| Prepare spreadsheets and databases. | | | | |
| | | | | |
| Incorporate software applications for analyzing alternatives to business decisions. | | | | |
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| Use Small Business software to manage a farm business. | | | | |
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| Analyze Dairy Markets. | | | | |
| | | | | |
| Apply personnel guidelines to the management of farm operations. | | | | |
| | | | | |
| Create a business plan. | | | | |
| | | | | |
| Utilize farm records to make management decisions. | | | | |
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| **General Education Learner Outcomes** | | | | |
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| NONE REQUIRED | | | | |
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| **Elective OR Other Courses (course number and title)** | **Suggested Artifact** | **Artifact Linked to Outcome** | **Reflection Statement** | **Evidence of Growth/ Progress** |
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| **Core Abilities Indicate _____Inventory and/or _____Integrated in Reflections** | | | | |
| Work Cooperatively | | | | |
| *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.* | | | | |
| Act Responsibly | | | | |
| *Complete assigned tasks according to prescribed deadlines.* | | | | |
| *Complete assigned tasks according to prescribed criteria.* | | | | |
| *Adhere to established attendance criteria.* | | | | |
| 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.* | | | | |