

**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:** Food Service Production  
**Program Number:** 31-303-2  
**Required DML:** Capstones, Demonstrations

**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 food safety and sanitation practices to food preparation and service. <i>316-147 Sanitation and Safety</i>			
Apply multiple cooking methods in the preparation of meats, fish, poultry, vegetables, potatoes, soups, sauces, and bakery. <i>316-160 Baking</i>			
Apply nutritional principles to the preparation of food. <i>303-321 Nutrition</i>			
Make decisions related to the preparation of meat, fish, poultry, and other food products. <i>316-151 Fundamentals of Meat Analysis</i>			
<b>General Education Learner Outcomes</b>			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication OR 801-196 Oral / Interpersonal Communication</i>			
Determine mathematical concepts needed to solve an application. <i>804-360 Occupational Math 1</i>			
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>			
Perform mathematical calculations. <i>804-360 Occupational Math 1</i>			
<b>Elective OR Other Courses (course number and title)</b>			
<b>Core Abilities (on page 2)</b>			

Core Abilities Indicate _____ Inventory and/or _____ Integrated in Reflections	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
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>				
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>				