

**Program Name:** General Education  
**Program Number:** 97-809-1  
**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.

	A	B	C
SUGGESTED ARTIFACT*	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Perform mathematical calculations			
<i>804-174 Survey of Mathematics</i>	Assignments		
	Chapter Tests		
<i>804-175, 176, 177, 178 Technical Math Sequence</i>	Self-Tests		
	Assignment Tests		
	Chapter Tests		
<i>804-360, 361, 362, 363 Occupational Math Sequence</i>	Assignments		
	Chapter Tests (post-testing)		
<i>804-581, 582, 583, 584 Apprentice Math Sequence</i>	Assignments		
	Chapter Tests (post-testing)		
<i>806-120, 151, 155, 156, 355, 375 Chemistry</i>	Lab		
	Assignments		
	Tests		
Determine mathematical concepts needed to solve an application			
<i>804-174 Survey of Mathematics</i>	Assignments		
	Chapter Tests		
<i>804-175, 176, 177, 178 Technical Math Sequence</i>	SelfTests		
	Assignment Tests		
	Chapter Tests		
<i>804-360, 361, 362, 363 Occupational Math Sequence</i>	Assignments		
	Post Testing		
<i>804-581, 582, 583, 584 Apprentice Math Sequence</i>	Assignments		
	Chapter Tests (post-testing)		
<i>806-120, 151, 155, 156, 355, 375 Chemistry</i>	Lab		
	Assignments		
	Tests		
Apply psychological principles to personal and professional relationships			
<i>809-199 Psychology of Human Relations</i>	Written documents		
	Exams		

Contact Course Instructor If No Artifact Is Listed In This Column.

Program Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Determine the impact psychological and social factors have in shaping human behavior.				
<i>809-198 Introduction to Psychology</i>	Written Documents and			
	(application assignments, etc.)			
	Mapping			
	Projects			
	Post-Tests			
	Essays			
	Team Presentations			
Examine the complexities of society from a sociological perspective.				
<i>809-196 Introduction to Sociology</i>	Case Studies			
	Mapping Projects			
	Essay Analyses			
	Team Presentations			
Apply the foundational elements of economic reasoning to personal and business decision-making.				
<i>809-195 Economics</i>	Pre- and post-testing			
	including quizzes			
	Small Group Activities			
	Computer Work Activities			
	Writing Assignments			
	Oral Presentations			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
<i>801-195 Written Communication</i>	Written Documents			
	Research Paper			
<i>801-196 Oral/Interpersonal Communication</i>	Oral Presentations			
<i>801-197 Technical Reporting</i>	Written Documents			
	Oral Report			
<i>801-198 Speech</i>	Speeches			
	Persuasive Presentation			
<i>801-159 Training and Development</i>	Mock Training Session			
<i>801-310 Occupational Communication</i>	Written Documents			
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>	Individual Research Proj			
	Group Research Proj			
	Videotape Self-Asmt			
<i>801-197 Technical Reporting</i>	Written Documents			
<i>801-198 Speech</i>	Written Documents			
	Speech Critiques			
Examine anatomy and physiology concepts				
<i>806-195, 806-196 Anatomy and Physiology I and II</i>	Exams			
Apply pharmacology essentials to drug treatment				
<i>806-131 Pharmacology Essentials</i>	Written Documents			
Determine laboratory procedures needed for correct diagnoses				
<i>806-132 Laboratory Procedures</i>	Written documents			

Elective OR Other Courses (course number and title)					
Core Abilities Indicate _____ Inventory and/or _____ Integrated in Reflections					
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>					
Core Abilities (cont.)		Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
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>					