

**Program Name:** Graphic Communication - Electronic Prepress  
**Program Number:** 10-111-6  
**Required DML:** Internships

**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.

Contact Course Instructor If No Artifact Is Listed In This Column. <b>SUGGESTED ARTIFACT*</b>	<b>A</b>  Artifact Linked to Outcome	<b>B</b>  Reflection Statement	<b>C</b>  Evidence of Growth/ Progress
--	--	---	--

<b>EXIT LEARNING OUTCOMES</b>			
<b>Program Learner Outcomes</b>			
Apply basic color theory. <i>111-151 Prepress Practicum / Internship 1</i>			
Apply graphic design techniques. <i>111-151 Prepress Practicum / Internship 1</i>			
Apply imaging operations. <i>111-151 Prepress Practicum / Internship 1</i>			
Apply problem-solving concepts to assigned tasks. <i>111-151 Prepress Practicum / Internship 1</i>			
Apply team-building techniques to accomplish specific team goals. <i>111-151 Prepress Practicum / Internship 1</i>			
Assess customer needs. <i>111-151 Prepress Practicum / Internship 1</i>			
Differentiate how work flows. <i>111-151 Prepress Practicum / Internship 1</i>			
Employ graphic software to produce documents. <i>111-151 Prepress Practicum / Internship 1</i>			
Manage files. <i>111-151 Prepress Practicum / Internship 1</i>			
Transfer files across platforms using a network. <i>111-151 Prepress Practicum / Internship 1</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</i>			
<i>801-196 Oral / Interpersonal Communication</i>			
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>			

<b>General Education Learner Outcomes (cont.)</b>	<b>Suggested Artifact</b>	<b>Artifact Linked to Outcome</b>	<b>Reflection Statement</b>	<b>Evidence of Growth/ Progress</b>
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</i>				
Determine mathematical concepts needed to solve an application. <i>804-174 Survey of Mathematics</i>				
Determine the impact of psychological and social factors have in shaping human behavior. <i>809-196 Introduction to Sociology</i> <i>809-199 Psychology of Human Relations</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. <i>801-196 Oral / Interpersonal Communication</i>				
Evaluate political, social, and scientific views on scientific topics. <i>806-194 Contemporary Issues in Science</i>				
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
Perform mathematical calculations. <i>804-174 Survey of Mathematics</i>				
<b>Elective OR Other Courses (course number and title)</b>				
<b>Core Abilities</b> Indicate <input type="checkbox"/> Inventory and/or <input type="checkbox"/> 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>				
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>				

<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>
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>				