

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: Industrial Engineering Technician
Program Number: 10-623-1
Required DML: Artifacts

Student Name:
MPTC Six-Digit Student ID #:
Semester of Program Acceptance:

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
Contact Course Instructor If No Artifact Is Listed In This Column. SUGGESTED ARTIFACT*	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress
EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Complete the process of solving and producing a technical documentation of a manufacturing related problem. <i>623-185 Manufacturing Problems</i>	End of term comprehensive project (indiv. only) Quizzes		
Formulate supply chain policies for an organization.	End of term written project or presentation		
Operate CNC equipment. <i>623-192 Computer Aided Inspection</i>	End of term written project w/ piece part		
Operate gauging and measuring equipment. <i>623-190 Metrology and Quality Standards</i> <i>623-192 Computer Aided Inspection</i>	End of term written project (individual or group) Quizzes		
Plan a quality assurance system for an organization. <i>628-136 Statistical Process Control</i> <i>623-162 Manufacturing Processes 1</i>	Midterm & Final Exam End of term project, Group or Individual Presentation		
Produce process plans, manufacturing standards, document control instructions, and cost estimates for manufactured products. <i>623-170 Process Planning and Group Technology</i> <i>623-162 Manufacturing Processes 1</i>	Midterm & Final Exam End of term project Group Presentation (only)		
Recommend and/or Implement ergonomic guidelines in manufacturing. <i>623-186 Industrial Ergonomics</i>	Midterm & Final Exam End of term project Presentation		
General Education Learner Outcomes			
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>			

General Education Learner Outcomes (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Apply psychological principles to personal and professional relationships. <i>809-199 Psychology of Human Relations</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making. <i>809-195 Economics</i>				
Complete the process of identifying, developing, and applying technical principles of physics in scientific and industrial settings. <i>806-155 Technical Physics</i>				
Determine mathematical concepts needed to solve an application. <i>804-175 Technical Math 1</i> <i>806-155 Technical Physics</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>				
Examine the complexities of society from a sociological perspective. <i>809-196 Introduction to Sociology</i>				
Perform mathematical calculations. <i>804-175 Technical Math 1</i> <i>806-155 Technical Physics</i>				
Elective OR Other Courses (course number and title)				
Core Abilities Indicate _____ Inventory and/or _____ Integrated				
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>				

Core Abilities (cont.)	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
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>				