

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: Office Assistant
Program Number: 31-106-1
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
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			
Apply problem-solving concepts in a team environment. <i>196-144 Problem Solving/Team Building</i>	Final Project		
Apply proofreading techniques to identify and correct errors. <i>106-123 Editing Applications</i> <i>106-139 Business Proofreading Skills</i>	Records Simulation Project		
Apply technology skills to specific business applications. <i>103-161 Microsoft Office - Intermediate</i>	Projects that demonstrate skills in Excel, Access Word, PP, Integration Instructor Observation Checklist		
Demonstrate customer service. <i>106-122 Customer Service Applications</i>	Final In Basket or MS Word-Adv. Projects		
Format documents. <i>106-159 Microsoft Word - Advanced</i> <i>106-120 Document Processing</i> <i>106-121 Document Processing - Advanced</i>			
Manage storage and retrieval of records. <i>106-112 Information Storage and Retrieval</i> <i>106-123 Editing Applications</i>	Records Simulation Project		
Manage electronic communications. <i>106-134 Communication Technologies</i>	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies		
General Education Learner Outcomes			
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-195 Written Communication OR 801-322 Occupational Writing</i> <i>801-310 Occupational Communication</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>				
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>				