

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: Supervisory Management
Program Number: 10-196-1
Required DML: Capstones, Demonstrations, Portfolio/Artifacts, Self-Assessment

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.	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/ Progress

EXIT LEARNING OUTCOMES			
Program Learner Outcomes			
Analyze employment law in the United States. <i>196-134 Legal Issues for Supervisors</i>	Oral Presentation		
Develop techniques for use by supervisors in time management, stress, and assertiveness. <i>196-164 Personal Skills for Supervisors</i>	Written Paper		
Demonstrate the skills and tools necessary to design, implement, and evaluate formal projects. <i>196-188 Project Management</i>	Final Project		
Examine demographic changes taking place in the workplace. <i>196-169 Diversity and Change Management</i>	Oral Presentation		
Examine personal values and perspectives to relate to the workplace. <i>196-190 Leadership Development</i>	Self Analysis		
Examine the changing environment of an organization. <i>196-168 Organizational Development</i>	Presentation of Written Final Project		
Examine the role quality plays in an organization. <i>196-192 Managing for Quality</i>	Final Project		
Explore strategies to direct individuals and processes in an organization. <i>196-191 Supervision</i>	Interview Paper		
Identify supervisor's responsibility for maintaining a safe and productive workplace. <i>196-136 Safety in the Workplace</i>	Final Project		
Integrate facets of the Human Resource function into an organization. <i>196-193 Human Resource Management</i>	Human Resource Manual		
Practice team building and problem-solving strategies. <i>196-189 Team Building and Problem Solving</i>	Team 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 OR 801-197 Technical Reporting</i>			
<i>OR 801-198 Speech</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>809-198 Introduction to Psychology OR 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>				
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>809-198 Introduction to Psychology OR 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 OR 801-197 Technical Reporting</i> <i>OR 801-198 Speech</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>				
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>				