

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: Tool and Die Making
Program Number: 32-439-1
Required DML: Portfolio/Artifact

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			
Build a mold die.			
<i>439-323 Mold Making 1</i>			
<i>439-324 Mold Making 2</i>			
Build jigs and fixtures.			
<i>439-304 Jig and Fixture Making</i>			
Build stamping dies.			
<i>439-333 Die Making 1</i>			
<i>439-334 Die Making 2</i>			
Identify materials used in all facets of tool and die making.			
<i>439-397 Metallurgy</i>			
Interpret part drawings.			
<i>439-398 Mold and Die Print Reading</i>			
Operate CAM systems.			
<i>617-141 Computer Aided Manufacturing</i>			
Operate CNC machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
<i>439-305 CNC Machining</i>			
Operate conventional machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
Set up CNC machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			
<i>439-305 CNC Machining</i>			
Set up conventional machine tools.			
<i>439-302 Conventional Machining 1</i>			
<i>439-303 Conventional Machining 2</i>			

General Education Learner Outcomes	Suggested Artifact	Artifact Linked to Outcome	Reflection Statement	Evidence of Growth/Progress
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. <i>801-310 Occupational Communication</i>				
Determine mathematical concepts needed to solve an application. <i>804-360 Occupational Math 1</i>				
<i>804-361 Occupational Math 2</i>				
<i>804-362 Occupational Math 3</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>				
<i>809-300 Occupational Success Strategies</i>				
Perform mathematical calculations.				
<i>804-360 Occupational Math 1</i>				
<i>804-361 Occupational Math 2</i>				
<i>804-362 Occupational Math 3</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>				

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