

**PORTFOLIO WORKSHEET**  
**2005-2006**

**Program Name:** Alcohol/Other Drug Abuse  
**Program Number** 10-550-1  
**Required DML:** Internships, Demonstrations

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

**\*\*\* At Least One Artifact Is Required For Each Learner Outcome Listed Below \*\*\***

**Directions:** In columns A and B, enter dates when items are completed. Check Column C if transcript is used. Electronic format is recommended for portfolio development. **Note: Keep original portfolio. Submit copy only.**

| Contact Course Instructor If No Artifact Is Listed In This Column | ARTIFACTS                     |                                       |                 |
|---|-------------------------------|---------------------------------------|-----------------|
|   | A                             | B                                     | C               |
| Suggested Work Sample from Performance Asmt                       | Work Sample Linked to Outcome | Self Assessment/ Reflection Statement | Transcript Used |

Your Student Portfolio will be reviewed by educators and advisory committee members and becomes the property of Moraine Park Technical College.

**EXIT LEARNING OUTCOMES**

**Program Learner Outcomes**

Apply crisis intervention strategies.

*550-156 AODA Internship 1*

*550-157 AODA Internship 2*

*550-112 Clients Rights, Confidentiality, and Ethics*

*550-131 Crisis Management*

Assess clients for substance abuse / dependence disorders.

*550-156 AODA Internship 1*

*550-157 AODA Internship 2*

Conduct clinical interviews.

*550-156 AODA Internship 1*

*550-157 AODA Internship 2*

*550-125 Counseling Skills and Practice*

*550-140 Counseling Theory and Practice*

*809-148 Developmental Psychology*

*550-150 Family Systems*

Demonstrate case management.

*550-156 AODA Internship 1*

*550-157 AODA Internship 2*

*550-131 Crisis Management*

*550-150 Family Systems*

|   |  | ARTIFACTS                     |                                       |                 |
|---|--|-------------------------------|---------------------------------------|-----------------|
| Program Learner Outcomes (continued)  | Contact Course Instructor If No Artifact Is Listed In This Column<br><br>Suggested Work Sample from Performance Asmt | A                             | B                                     | C               |
|   |  | Work Sample Linked to Outcome | Self Assessment/ Reflection Statement | Transcript Used |
| Develop treatment plans.  |  |                               |                                       |                 |
| 550-156 AODA Internship 1   |  |                               |                                       |                 |
| 550-157 AODA Internship 2   |  |                               |                                       |                 |
| 550-140 Counseling Theory and Practice  |  |                               |                                       |                 |
| 809-148 Developmental Psychology  |  |                               |                                       |                 |
| 550-150 Family Systems  |  |                               |                                       |                 |
| 550-135 Special Issues in Treatment   |  |                               |                                       |                 |
| Evaluate the effects of substance use on the human body.  |  |                               |                                       |                 |
| 550-156 AODA Internship 1   |  |                               |                                       |                 |
| 550-157 AODA Internship 2   |  |                               |                                       |                 |
| Maintain clinical records.  |  |                               |                                       |                 |
| 550-156 AODA Internship 1   |  |                               |                                       |                 |
| 550-157 AODA Internship 2   |  |                               |                                       |                 |
| 550-112 Clients Rights, Confidentiality, and Ethics   |  |                               |                                       |                 |
| Provide AODA education to clients.  |  |                               |                                       |                 |
| 550-156 AODA Internship 1   |  |                               |                                       |                 |
| 550-157 AODA Internship 2   |  |                               |                                       |                 |
| 550-125 Counseling Skills and Practice  |  |                               |                                       |                 |
| 550-140 Counseling Theory and Practice  |  |                               |                                       |                 |
| 809-148 Developmental Psychology  |  |                               |                                       |                 |
| 550-150 Family Systems  |  |                               |                                       |                 |
| Provide counseling services to clients.   |  |                               |                                       |                 |
| 550-156 AODA Internship 1   |  |                               |                                       |                 |
| 550-157 AODA Internship 2   |  |                               |                                       |                 |
| 550-112 Clients Rights, Confidentiality, and Ethics   |  |                               |                                       |                 |
| 550-125 Counseling Skills and Practice  |  |                               |                                       |                 |
| 550-140 Counseling Theory and Practice  |  |                               |                                       |                 |
| 809-148 Developmental Psychology  |  |                               |                                       |                 |
| 550-150 Family Systems  |  |                               |                                       |                 |
| 550-141 Group Facilitation  |  |                               |                                       |                 |
| 550-135 Special Issues in Treatment   |  |                               |                                       |                 |
| <b>General Education Learner Outcomes</b>   |  |                               |                                       |                 |
| Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication. |  |                               |                                       |                 |
| 801-195 Written Communication <b>AND</b>  |  |                               |                                       |                 |
| 801-196 Oral/Interpersonal Communication <b>OR</b> 801-198 Speech                                     |  |                               |                                       |                 |

|  |  | ARTIFACTS  |  |  |
|--|--|--|--|--|
|  |  | A  | B  | C  |
|  |  | Work Sample<br>Linked to<br>Outcome                                  | Self<br>Assessment/<br>Reflection<br>Statement | Transcript Used  |
| <b>General Education Learner Outcomes (continued)</b>  |  | Contact Course Instructor If No<br>Artifact Is Listed In This Column |  | <b>Suggested Work Sample<br/>from Performance Asmt</b> |
| Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making. |  |  |  |  |
| <i>801-196 Oral/Interpersonal Communication OR 801-198 Speech</i>  |  |  |  |  |
| Perform mathematical calculations.   |  |  |  |  |
| <i>804-174 Survey of Mathematics</i>   |  |  |  |  |
| Determine mathematical concepts needed to solve an application.  |  |  |  |  |
| <i>804-174 Survey of Mathematics</i>   |  |  |  |  |
| Determine the impact psychological and social factors have in shaping human behavior.                              |  |  |  |  |
| <i>809-198 Introduction to Psychology</i>  |  |  |  |  |
| <i>809-148 Developmental Psychology</i>  |  |  |  |  |
| <i>809-154 Abnormal Psychology</i>   |  |  |  |  |
| Apply the foundational elements of economic reasoning to personal and business decision-making.                    |  |  |  |  |
| <i>809-195 Economics</i>   |  |  |  |  |
| Evaluate political, social, and 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>   |  |  |  |  |
| <b>Core Abilities</b>  |  |  |  |  |
| Complete a Core Abilities self-assessment reflection.  |  |  |  |  |
| <i>890-125 Student Success</i>   |  |  |  |  |
| Complete reflection essays on Core Abilities and Occupational Skills development.                                  |  |  |  |  |
| <i>890-130 Career Development</i>  |  |  |  |  |

**Core Abilities (continued)****Work Cooperatively***Complete assigned tasks for team/group work.**Use collaborative strategies to complete tasks.**Exchange information, ideas, and opinions in a team/group setting.**Show evidence of respect for diversity.***Act Responsibly***Complete assigned tasks according to prescribed deadlines.**Complete assigned tasks according to prescribed criteria.**Adhere to established attendance criteria.***Value Self Positively***Adapt hygiene and appearance to requirements of work and educational environment.**Identify personal strengths and areas for improvement.**Exchange information, ideas, and opinions in a team/group setting.**Show evidence of respect for diversity.***Think Critically and Creatively***Distinguish between fact and opinion.**Synthesize information from a variety of sources.**Use problem-solving and decision-making strategies.**Apply global perspective to decisions and actions.***Communicate Clearly***Use bias-free language.**Use language that is free of obscenities.**Apply listening skills.**Apply standard rules of language structure including grammar, spelling, and punctuation.***Work Productively***Complete assigned tasks according to established conditions.**Evaluate work using established criteria.***Learn Effectively***Use resources to meet learning needs.**Organize information.**Produce evidence of learning.*