

PORTFOLIO WORKSHEET
2004-2005

Program Name: Air Conditioning / Heating / Refrigeration Technology
Program Number: 10-601-1
Required DML: Capstone Projects, Internships, Portfolio Artifacts, Exam (ICE)

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

***** One artifact is required for each course listed under each of the learner outcomes *****

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.

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

	Contact Course Instructor If No Artifact Is Listed In This Column Suggested Work Sample from Performance Asmt	ARTIFACT		
		A Work Sample Linked to Outcome	B Self Assessment/ Reflection Statement	C Transcript Used
EXIT LEARNING OUTCOMES				
Program Learner Outcomes				
Install residential heating, ventilation and air conditioning equipment				
Service residential heating, ventilating and air conditioning equipment				
Commission (start up) residential heating, ventilating and air conditioning equipment.				
Install commercial heating, ventilation and air conditioning equipment				
Commission (start up) commercial heating, ventilating and air conditioning equipment				
Install commercial refrigeration equipment.				
Commission (Start-up) commercial HVAC equipment.				
Commission (Start-up) commercial refrigeration equipment.				

		ARTIFACT		
		A	B	C
		Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
Program Learner Outcomes (continued)		Suggested Work Sample from Performance Asmt		
Commission (Start-up) residential HVAC equipment.				
General Education Learner Outcomes				
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>				
<i>806-105 Applied Physics</i>				
Apply organizational and stylistic strategies to fit subject, audience, and purpose in communication.				
<i>801-195 Written Communication AND</i>				
<i>801-196 Oral / Interpersonal Communication</i>				
Evaluate content, organization, supporting materials, credibility, and style of communication for decision-making.				
<i>801-196 Oral / Interpersonal Communication</i>				
Apply the foundational elements of economic reasoning to personal and business decision-making.				
<i>809-195 Economics</i>				
Examine the complexities of society from a sociological perspective.				
<i>809-196 Introduction to Sociology</i>				
Apply psychological principles to personal and professional relationships.				
<i>809-199 Psychology of Human Relations</i>				
Core Abilities				
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>				
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>				

		ARTIFACT		
Core Abilities (continued)	Contact Course Instructor If No Artifact Is Listed In This Column	A	B	C
	Suggested Work Sample from Performance Asmt	Work Sample Linked to Outcome	Self Assessment/ Reflection	Transcript Used
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>				